



Office of Student Financial Aid

4400 University Drive, MS 3B5, Fairfax, Virginia 22030

Phone: (703) 993-2353; Fax: (703) 993-2350

<http://financialaid.gmu.edu>

Financial Aid Consortium Agreement Guidelines and Checklist

A consortium agreement is a written contract between two eligible institutions enabling students to take coursework at two different institutions at the same time for the purpose of completing a degree. Under this agreement, George Mason University will act as the **home institution** (the institution awarding your degree and administering your financial aid). The visiting school is referred to as the **host institution** (responsible for certifying the student's enrollment and the costs for tuition and fees).

GUIDELINES FOR MASON STUDENTS INTERESTED IN PARTICIPATING IN A CONSORTIUM AGREEMENT:

- Students must be degree-seeking at the **home** institution.
- The student is responsible for meeting with their Academic Advisor/Dean for prior approval to enroll in courses at the host institution and transfer those credits to Mason to be applied to the student's degree program.
- Each class taken at the host institution must be considered a requirement of the degree that the student is seeking at George Mason University.
- Students are responsible for having the host institution complete the **Consortium Agreement Application** and submitting the completed form to the Office of Student Financial Aid (OSFA).
- Students must submit a copy of their host institution **course registration** (class schedule) to the OSFA.
- Students are advised to make financial arrangements with the host institution by the appropriate deadline for bill payment at that institution because arrangements for a consortium agreement may take several weeks.
- Consortium agreements are not applications for "extra" financial aid. Consortium agreements merely allow a student to get the same amount of financial aid he or she would normally receive for registering for all of his or her classes at Mason. Furthermore, **Mason does not automatically send funds to the host institution on behalf of the student**. Financial aid is only applied to a student's bill at Mason in accordance with the aid disbursement schedule. If a credit balance is created by financial aid funds, then a refund is processed and released to the student. **It is the responsibility of the student to use any refund to pay his or her bill at the host institution.**
- Consortium agreements expire at the end of each semester. Therefore, students seeking to participate in a consortium agreement for more than one semester **must re-apply with a new Consortium Agreement each semester.**
- Students are responsible for immediately notifying the OSFA of any change in enrollment.
- **At the conclusion of the consortium semester, students must submit a final grade transcript to the OSFA at Mason to determine if the student meets Satisfactory Academic Progress.** Failure to provide the transcript will prohibit any future aid from being processed for subsequent semesters.

STUDENT CHECKLIST:

- Meet with an Academic Advisor/Dean for prior approval to enroll in courses at another institution and transfer those credits into your Mason degree program.
- Complete student section of Consortium Agreement Application and submit to host institution for completion. Submit completed form back to OSFA.
- Submit a copy of your host institution course registration (class schedule) to the OSFA.
- Be prepared to pay bill at host institution out-of-pocket by their payment deadline. The OSFA cannot submit payment on your behalf.
- Notify the OSFA of any changes in enrollment at the host institution.
- Submit final grade transcript to OSFA upon completion of courses at host institution.

Please retain this page for your records.



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2012-2013 Consortium Agreement Application

STUDENT SECTION:

Last Name First Name Mason G# Email address

Indicate the semester that you are seeking a consortium agreement for: Fall 2012 Spring 2013 Summer 2013

Name of Host Institution Student ID at host institution Host Institution enrollment period dates

*No. of credit hours at HOST institution No. of credit hours at Mason

* you must submit a copy of your host institution class registration (class schedule) to the OSFA

My signature below verifies that the above information is correct and the coursework I am enrolled in at the host institution will be transferred toward my degree at George Mason University. I understand that any change in enrollment or failure to successfully transfer my credits to my degree program at my home school may result in a reduction or cancelation of my financial aid for the consortium term and/or future semesters. I have reviewed and understand the Satisfactory Academic Progress (SAP) policy on the George Mason University Office of Student Financial Aid website and the Financial Aid Consortium Agreement Guidelines and Checklist. Furthermore, my signature indicates my permission for the host institution to provide enrollment information and permission to release my grades, verbally or written, to the George Mason University Office of Student Financial Aid.

STUDENT SIGNATURE DATE

TO BE COMPLETED BY CONSORTIUM ("HOST") SCHOOL:

Student's no. of credit hours enrolled Enrollment dates at host institution

Student's Cost of Attendance for enrollment period stated above:

Tuition & Fees: \$ Books & Supplies \$ Room & Board \$ Total Costs: \$
Host School Institutional Aid (if applicable) \$

- (1) George Mason University, as the Home Institution, agrees to provide payment(s) to above mentioned student, if eligible, under the Federal Pell Grant, Federal campus-based programs, and/or Federal Stafford and PLUS Programs as appropriate for term(s) specified above.
(2) The Host Institution agrees NOT to provide payments from any Federal Title IV programs for the term specified above.

OFFICIAL SIGNATURE FOR HOST INSTITUTION DATE

PRINTED NAME AND TITLE EMAIL ADDRESS TELEPHONE NUMBER