

2020 -2021 Consortium Agreement *Right and Responsibilities*

Introduction

A *consortium agreement* is a written, formal agreement between two institutions eligible to participate in Title IV federal funding programs. The funding may include federal Pell Grants, student loans, work study, and other grants or institutional aid programs developed to assist students in paying for higher education. The consortium agreement allows a student to enroll in courses at another institution while working toward a degree or certification from Heritage University.

This agreement states that Heritage University (home institution), another eligible institution (host institution), and the participating student will work together to ensure that all parties have a clear understanding of their rights and responsibilities involved in a consortium agreement. ***You will not receive any Title IV federal funds until you have met with your advisor and submitted this signed agreement to the Heritage University Office of Financial Aid and Scholarships.***

Student Rights

- The student has the right to enroll in courses required for his/her degree or certificate at an institution and have those credits transfer to Heritage University.
- The student has the right to use credits transferred from another school to obtain his/her degree or certificate from Heritage University.
- The student has the right to receive Title IV funds from Heritage University while enrolled at another eligible institution.

Student Responsibilities

- The student must provide the Heritage University Office of Financial Aid and Scholarships (OFAS) with proof of enrollment/registration from the host institution within two weeks of the beginning of each term enrolled.
- The student must not apply for and/or accept Title IV funds from more than one institution during the same period of enrollment.
- The student must provide the Heritage University OFAS with an unofficial copy of his/her academic transcripts within two weeks of the end of each term enrolled, for the purpose of demonstrating Satisfactory Academic Progress.
- The student must enroll at least half-time (equivalent to 6 semester hours) in order to maintain eligibility for Title IV funds.

Heritage University Rights

- The OFAS has the right to cancel any Title IV funds if the student does not demonstrate eligibility for those funds.
- The OFAS may adjust any aid funds according to enrollment status and/or cancellation of enrollment by the student.

Heritage University Responsibilities

- The OFAS must notify the student of any changes or cancellations of financial aid funds.
- Heritage University, as the home institution, must monitor Satisfactory Academic Progress, enrollment status, cost of attendance, and disburse any financial aid funds to the student.
- The OFAS will perform refund/repayment calculations if a student cancels enrollment.
- Heritage University, as the home institution, is responsible for retaining all financial aid records applicable to the participating student.

By signing below the student agrees to these statements:

- I will provide proof of enrollment to the Heritage University Office of Financial Aid and Scholarships (OFAS) within two weeks of the beginning of each term of enrollment.
- I will provide unofficial academic transcripts to the OFAS within two weeks of the close of each term of enrollment in order to monitor my academic progress. Only grades of “C” or better will be accepted as passing.
- I understand that only courses required and necessary for my degree/certificate will be funded by Title IV financial aid programs.
- I agree to notify Heritage University in writing if I cancel my enrollment at the participating institutions.
- I understand that funding for this consortium agreement is contingent upon my continuing eligibility for Title IV funds. This includes enrollment, academic progress, and annual and lifetime loan limits as well as total financial need.
- I understand that I must be enrolled in the equivalent of 6 semester credit hours of enrollment as an undergraduate student. These 6 credits may be a combination of credits at Heritage University and another institution, and must include at least ONE Heritage University class.
- I confirm that the course(s) in which I will enroll at the host school are not offered, or are offered on an extremely limited basis, at Heritage University and are necessary for my degree or certificate from Heritage University.
- **Most importantly, I confirm that this course IS NOT being applied toward my associate degree at the host school. This course is only being taken as a requirement for my Heritage University degree and for no other reason.**

Student Name (please print): _____

Student Signature: _____ Date: _____

Heritage University ID#: _____

HERITAGE UNIVERSITY ACADEMIC ADVISOR SECTION

- I have read the above statements and am aware of the student’s responsibilities.
- I have verified each consortium course to be necessary and applicable to the student’s degree or certificate at Heritage University.
- **Most importantly, I hereby confirm that the host school course(s) in which my advisee is enrolled are not offered, or are offered on an extremely limited basis, through Heritage University, and that not taking this coursework from the host school during this particular semester will directly prevent my advisee from completing his or her Heritage University degree.**

Advisor Name (please print): _____

Advisor Signature: _____ Date: _____

Advisor e-mail address (REQUIRED): _____

NOTE: You will be contacted by e-mail to confirm that you signed this statement.

Student Name: _____

HU Student ID #: _____

The Office of Financial Aid and Scholarships at Heritage University (*Home School*) and the Office of Student Financial Aid at _____ (*Host School*) agree to enter into a consortium agreement for the student named above.

****Note to student:** You must have the current year Free Application for Federal Student Aid (FAFSA) on file with Heritage University. ******

Part I—Student Section

Permanent Address: _____

Mailing Address at Host School: _____

Telephone: _____

Telephone: _____

I will be enrolled for the _____ term at _____
(Term and year enrolled) (Host school)

Enrollment Verification Form

Consortium Course Start Date	Consortium Course End Date	University Term and Year Enrolled	Course #	Course Title	Course Credits	*FA Office Only* Semester Credit Value

Please attach a copy of your official registration slip from the host school you are attending.

Important notes:

- **Courses that apply toward your associate degree at the host school WILL NOT BE FUNDED BY HERITAGE UNIVERSITY THROUGH A CONSORTIUM AGREEMENT.**
- Courses below the 100-level will not be funded through a consortium agreement.
- Courses may only be repeated if a letter grade of "C-" was received during the first period of enrollment in the class.
- Only courses approved by an academic advisor as being necessary and applicable to a Heritage University degree or certificate will be funded through a consortium agreement.
- If you add, drop, or withdraw from a course listed above, you must submit a copy of the official add/drop slip to the Heritage University financial aid department.

Student statement:

- I will provide Heritage University with a copy of my final grades at the end of the quarter to which this consortium agreement applies.
- I agree that I will notify Heritage University if I do not enroll as planned at the Host School.
- I have read, understand, and agree to abide by the terms and requirements of the consortium agreement.

Student Signature: _____

Date: _____

Part II—Host School Section

1. The Host School agrees to **not** provide payments for the Federal Pell Grant, Federal Family Educational Loan Programs, Federal Direct Student Loan Programs, or any other federal and/or campus-based programs to this student for the term specified on this agreement.

2. The costs listed below are accurate for the specified term of student enrollment (see Part I):

Host School tuition and fees: _____ Books and Supplies: * _____

Host School Room and Board: * _____ Misc./Transportation: * _____

* *Heritage University expenses will be used unless documented otherwise.*

Financial Aid Office contact person for consortium agreements: _____

Title: _____

Phone: _____

Authorized Signature

Date

Instructions to host school: Please return this completed and signed agreement to the Heritage University Office of Financial Aid and Scholarships. Be sure to keep a copy for your records.

Part III—Home School Section

1. The student is currently enrolled in a degree program at Heritage University and is maintaining Satisfactory Academic Progress (SAP).
2. Heritage University agrees to monitor the student's SAP, be responsible for disbursing funds to the student, and for administering the appropriate refund policy.
3. The credits to be earned at the Host School are transferable to Heritage University upon completion of the Transfer Credit Approval Form.
4. The student's current grade level at Heritage University is: 01-02 03 04 05 Graduate

Authorized Signature

Date

Home School Address: **Heritage University**
 3240 Fort Road
 Toppenish, WA 98948
 Toll Free: (888) 272-6190
 Phone: (509) 865-8502
 Fax: (509) 865-1853