Consortium Agreement Information

A Consortium Agreement is a contract between the student, the University of Connecticut (UConn) and another college (Host Institution). The agreement allows the Office of Student Financial Aid Services (OSFAS) to process financial aid based on the combined registered credits at both colleges for a given semester. In order for all credits to be taken into consideration, a Consortium Agreement must be in place between UConn and the Host Institution. The process for obtaining a Consortium Agreement is as follows:

1. All financial aid recipients who plan to complete their enrollment at UConn by registering for additional courses at another institution must submit a Consortium Agreement Request form. A Consortium Agreement will not be required or approved for a student who is enrolled full-time at UConn. At least six credits must be taken at UConn for the consortium semester.

2. The course(s) taken at the Host Institution must be transferable to UConn in the student’s program. The student’s advisor will document this by completing the advisor section of the Consortium Agreement Request form.

3. To ensure timely processing of the consortium request students are strongly encouraged to submit the request form prior to the start of the consortium semester, as the completed agreement must be in place by the last day of Add/Drop.

4. The OSFAS will notify the student via their UConn email regarding the approval or denial of the request.

5. If the request for a Consortium Agreement is approved, the Consortium Agreement will be sent to the Host Institution to be completed and returned. The completed Consortium Agreement must be returned by the Host Institution to Student Financial Aid Services before UConn’s last day of Add/Drop for the consortium semester. Consortium Agreements received after this date may not be processed.

6. Once the completed Consortium Agreement is returned, it will be reviewed and the student’s financial aid will be revised to reflect the student’s enrollment at the Host Institution. Financial aid revisions based on the student’s total enrollment will not be evaluated before the completed consortium agreement is received and approved by UConn.

7. Financial aid funds will first be applied to the UConn semester fee bill. It is the responsibility of the student to arrange payment for classes taken at the Host institution(s), as well as any UConn charges not covered by financial aid.

8. The OSFAS will verify actual student enrollment at the Host Institution as of the Fixed Enrollment date (10th day of classes) at UConn and every 30 days thereafter during the consortium semester.

9. Student must request transfer of Host Institution credits by contacting the UConn Office of Admissions within 2 weeks of completing the class(es).

10. If the request for a Consortium Agreement is denied, the student’s financial aid will be based on his/her enrollment as of UConn’s Fixed Enrollment date (10th day of class).

For additional information regarding consortium agreements, please contact the Office of Student Financial Aid Services (see contact information above). A member of the Client Services staff will assist you.
## SECTION 1: Student Information

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<th>Host Institution Name</th>
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## SECTION 2: Student’s Certification

I am requesting that a Consortium Agreement be sent by the University of Connecticut (UConn) **Home Institution** to the Host Institution for the enrollment period (semester) I have referenced in Section 1 of this form.

As a matriculated student at UConn, I understand that all credits must be transferable to UConn and apply toward my degree requirements.

I further understand that it is my responsibility to make arrangements to pay any tuition and fee charges at my Host Institution. Once the signed/approved Consortium Agreement is received by UConn, applicable financial aid will be credited by the Bursar’s Office to my UConn student account.

Failure to successfully complete any/all courses at the Host Institution could affect my financial aid package. The Consortium Agreement signed by both UConn and the Host Institution must be in place no later than UConn’s last day of Add/Drop for the Consortium semester or my UConn financial aid package will be adjusted based on my enrollment only at UConn.

I understand that UConn will verify my registration at the Host Institution as of UConn’s Fixed Enrollment date (10th day of classes) and that my aid may be adjusted if my enrollment does not match the Consortium Agreement. I must request transfer of the Host Institution credits through UConn’s Office of Admissions within two weeks of course completion.

I have read and understand all of the guidelines, and certify that I meet all of the requirements for requesting a Consortium Agreement.

_________________________________  ___________
Student’s Signature                  Date

## SECTION 3: Registration Information

Specify the number of credits to be taken at UConn (six credits minimum) for the semester identified in Section 1.  

Specify the number of credits to be taken at the Host Institution for the semester identified in Section 1.

Specify courses to be taken at Host Institution (List name and number. Example: CHEM 1100)

## SECTION 4: UConn Advisor’s Certification

I certify that the courses listed above to be taken at the “Host Institution” are transferrable to UConn, and will apply toward the student’s degree requirement.

_________________________________  _________________
Advisor’s Signature /Department  Print Advisor’s Name  Date