

## PPSC Financial Aid Consortium Agreement - Home Institution

Name: \_\_\_\_\_ PPSC Student ID# \_\_\_\_\_

A consortium agreement is an agreement between two colleges/universities to recognize your registration at each location for financial aid purposes. It also certifies only one of the two institutions can administer Title IV and State financial aid.

This Consortium Agreement refers to the two colleges/universities as the "Home Institution" and the "Host Institution:"

**The Home Institution** is the school where the student is fully matriculated and from which he/she will earn a degree.

**The Host Institution** is where the student temporarily takes courses, whose credits will be transferred back to his/her "Home Campus."

**Student Certification Statement:** I certify the following:

1. I am degree-seeking at PPSC.
2. I must obtain the approval of my PPSC academic advisor for the courses taken at the Host School.
3. I am required to notify PPSC of any enrollment changes at either institution. In the event of a withdrawal, I may be responsible for repayment of financial aid received.
4. I am required to make payment arrangements with the Host School.
5. I cannot receive financial aid at two schools during the same term.
6. I will submit Official Transcripts to PPSC confirming completion of courses for the term attended within 30 days of my last date of enrollment at my Host School.

I have read and understand my responsibilities. I authorize the release of information between PPSC and the Host School for purposes of processing this consortium agreement

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Prefix & Number	Course Title/Description	Credit Hours	Semester

1. **PPSC Academic Advisor Approval:** I certify that the classes listed above will transfer from Host School to PPSC towards the student's current Degree/Certificate \_\_\_\_\_.

PPSC Academic Advisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

2. **HOST School Financial Aid Office approval**

Name of Host School: \_\_\_\_\_ Tuition/Books/Fees Cost: \_\_\_\_\_

Start of Term Date \_\_\_\_\_ End of Term Date \_\_\_\_\_

HOST Fin Aid Advisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

3. **PPSC Financial Aid Advisor Approval:**

PPSC Fin Aid Advisor Name: \_\_\_\_\_ Signature \_\_\_\_\_

## TERMS AND CONDITIONS

**Student Eligibility and Responsibilities for Consortium Agreement:** To ensure transferability of coursework from the Host School to PPSC, the student's PPSC academic advisor must approve the student's proposed schedule of courses at the Host School as listed on this form. PPSC will accept transfer credits from the Host School based on PPSC's policies. Courses not shown on the approved schedule will not be eligible to be counted toward enrollment for purposes of financial aid without written approval of the advisor. It is the student's responsibility to ensure that an academic transcript from the Host School representing work attempted and completed under this Agreement arrives at PPSC in a timely manner. The student agrees to abide by all applicable academic, social, and administrative rules, regulations, and policies of the Host School, as well as those of PPSC. The Host School certifies that they are an accredited institution and eligible to participate in federal Title IV financial aid programs.

**Degree granting school:** During the period covered by this Agreement, for Federal and State financial aid purposes, the student will be considered enrolled at PPSC, will be considered pursuing a degree at PPSC, and will be considered a visiting student at the Host School. PPSC acknowledges that the student named in this agreement is a degree seeking student in good academic standing, as of the date this form was completed. Upon successful completion of the program, PPSC will confer a degree upon the student. PPSC agrees that credits earned by the student while attending the Host School will apply towards the student's degree to be earned at PPSC.

**Responsibility for disbursing aid and monitoring student eligibility:** PPSC will confer the degree to the student; therefore, PPSC will act as the administrator in matters concerning financial aid. PPSC will be the Home School for all financial aid matters pertaining to the student.

PPSC will determine the student's financial aid eligibility, and award and disburse all Federal and State aid to the student. The student and Host School will be responsible for submitting a "Certificate of Enrollment" to the PPSC Office of Financial Aid to establish eligibility for disbursement of financial aid funds. The "Certificate of Enrollment" form will be completed by the Office of Records and may not be completed prior to the census date for the approved classes at the Host School. PPSC will monitor the student's academic progress and will keep and maintain all records pertaining to the awarding of financial assistance to the student. The Host School will not award any Federal or State financial aid or aid from private sources to the student. If the Host School elects to award the student financial aid from a source controlled or managed by the Host School, it will promptly notify PPSC to ensure that the student does not receive financial aid in excess of his or her eligibility.

**Procedures for calculating awards and disbursing aid:** All federal financial aid awards will be made by PPSC based on policies of PPSC. PPSC will calculate the financial aid eligibility based on the costs at the Host School and PPSC (as applicable) and the EFC for the appropriate period. The construction of the student's cost of attendance budget will reflect costs from both PPSC and the costs provided by the Host School. Only transferable credits will be considered for financial aid purposes. PPSC will disburse the financial aid to the student through its institutional student accounts system. The student will not expect to receive financial aid funds prior to the census date of classes or prior to the completion of all consortium agreement processing. No special disbursement schedule will be set for any students, whether or not the student has a bill due at PPSC or the Host School. This includes students who owe tuition charges at the Host School. Tuition at PPSC will be paid from financial aid funds and the student will receive the remaining balance. PPSC will not charge the student for courses taken at the Host School. Each school will be responsible for billing the student for any charges owed to the school and for collecting payment from the student. The student will be responsible for paying tuition at the Host School with the remaining funds, and any additional costs not included in program fees, which may need to be paid sooner.

5. Procedures for monitoring satisfactory academic progress (SAP) and other student eligibility requirements: The Office of Financial

Aid at PPSC will monitor SAP for financial aid eligibility. If the student withdraws before the student has completed the semester, the Host School agrees to assist the Office of Financial Aid at PPSC with contacting course instructor(s) to confirm attendance and establish a last date of attendance. For the Host School to do this, the Host School agrees to notify PPSC if the student drops or withdraws from any courses approved in this agreement, or fails to complete the scheduled, approved coursework for any reason. The Host School also agrees to document student attendance in all enrolled courses for at least one class period and must be able to document the student's last date of attendance upon request by PPSC.

**Procedures for keeping records and determining refunds:** PPSC will keep and maintain all records pertinent to this agreement for the period required by the U.S. Department of Education and the Colorado Office of Higher Education for the retention of records in connection with an application for Federal or State financial aid. PPSC will determine and distribute any and all refunds to the Federal and State programs in accordance with the Federal Return of Title IV Aid regulations, the State refund regulations and institutional policy. As a condition of this agreement, the student authorizes both PPSC and the Host School to share all relevant information relating to the student's application for and receipt of federal student aid. The student's signature on this form also indicates that he/she is aware that the proceeds of all federal student aid received for the applicable term must be used only for educational expenses incurred at the PPSC and the Host School.

**Reporting to national student enrollment databases:** PPSC will be responsible for reporting only the student's PPSC coursework to national student enrollment databases.

This agreement may be cancelled by either school upon written notification and will automatically terminate at the conclusion of the enrollment period(s) identified in this agreement.