CONSORTIUM AGREEMENTS

STUDENT FINANCIAL AID & SCHOLARSHIPS
POLICIES AND PROCEDURES

PURPOSE

- A consortium agreement is a written agreement between two or more eligible schools and allows a student to receive financial aid funds based on hours enrolled at more than one institution in a semester.

POLICY

- Home school – the school where the student is enrolled in a degree or certificate program.
- Host school – the school where the student is taking part of his or her program requirements through either a consortium or contractual agreement.
- Requirement for a consortium agreement include the following:
  - TTU Academic Advisor Approval
  - Concurrent Enrollment
  - SAP
- Student budget is based on hours of enrollment.
  - Cost adjusted for total hours of enrollment. In addition, using professional judgment, cost may be increased if the courses at the host institution are higher than those of the home school.
  - Student may lose eligibility if the student drops the course and/or withdrawals from the institution.
- If the host school participates in FSA programs, it is an eligible institution. Eligibility is determined by the published Federal School List on iFAP each academic year.

PROCEDURE

- Make sure we have documentation on file from student’s department, college, or academic advisor stating that the course(s) are approved for student to take through the host institution, and will transfer in to the TTU degree plan. Track TCSORT on RRAAREQ (Tracking icon on ROARMAN), and mark as Complete, indicating that we have received this confirmation.
- Add note to RHACOMM stating:
  - Who we received confirmation of enrollment and applicability to degree plan from
  - What courses the student is enrolling in, and the institution
  - What term the student is requesting aid through consortium
  - If student’s aid was adjusted or changed for any reason, indicate method of notification for student.

- Send Consortium Agreement to Host institution for term that student is requesting aid.
- When signed consortium agreement is received, update Budget information to reflect the cost of attendance documented between schools. Some cost components from the host school may be excluded in the home school’s budget for any cost components already at the home school’s maximum. Examples are Personal/Miscellaneous Expenses, Books/Supplies, Rom/Board, and/or Transportation.
- Reduce Pell grant to amount for enrollment status if needed (if they are less than full time), based on their Pell eligibility. After Pell amount is reduced and saved, set the “Term Lock” field on RPAAWRD (Fund Awards by Term) to “Y” to avoid Pell recalculation.

- Add the ODE credit hours to Financial Aid hours for aid to feed based on ODE enrollment. Check the Consortium indicator to allow aid to feed based on credit hours.
- Follow procedure for “Repeat Coursework” if applicable.

- Put letter or Email from Advisor in imaging with the signed consortium agreement under Consortium for student.
- The Email or letter from their TTU Advisor must state the following:

  Advisor writes letter or sends Email on behalf of student stating the semester(s) of enrollment, course information, TTU course equivalent, and a statement that the course(s) are required toward the student’s degree plan and will transfer back to TTU from ____________ (name of school).
Students are asked to make payment arrangements as applicable to avoid being dropped for non-payment. The following is sent at first point of contact:

1. The student contacts their TTU academic advisor for permission to take courses through another institution.
2. The advisor writes a letter or sends email on behalf of student stating the semester(s) of enrollment, course information, TTU course equivalent, and a statement that the course(s) are required toward the student’s degree plan and will transfer back to TTU from ____________ (name of school).
3. The student should contact SFA advisor to let them know they have registered.
4. SFA Advisor sends the agreement to the host institution.
5. Upon receiving the agreement from the host school, if the student has eligibility for financial aid, the SFA advisor will adjust the student’s credit hours for both schools.
6. Only schools that are eligible to receive federal financial aid can serve as a host school for processing consortium agreements. Eligibility is determined by the published Federal School List on ifAP each academic year: https://ifap.ed.gov/ifap/fedSchoolCodeList.jsp
7. A student must be enrolled in at least 6 credit hours in a semester, with at least 1 credit at TTU, to be considered for federal/state aid while studying through consortium agreement. Eligibility may change based on hours of enrollment, and/or when the student is enrolled in more hours at the host school during a semester.
8. Other than scholarship awards, waivers, and third party payments, a student may only receive financial aid through one school, which is considered their home school or degree seeking institution. If the student has eligibility for aid at TTU as a degree seeking student, our financial aid office will award and process all available aid the student is eligible for upon receiving the agreement.
9. At the end of the semester, for all courses, the student must submit an official grade transcript to the Records Office, or provide a document for review such as an unofficial transcript.
10. The student is responsible for paying the balance to the host school from funds received through TTU.
11. Student must send an email if there are any changes to their class schedule during the semester (add/drop/course changes). All class changes must be approved by the TTU academic advisor/Department Chair.
12. Consortium coursework will be monitored for Satisfactory Academic Progress at the next scheduled SAP process, as determined by the individual student’s SAP status.
13. It is the student’s responsibility to see if host school has processed the agreement that has been sent by Texas Tech once the student is enrolled at the host institution for the semester.
All grade transcripts are processed by the Office of the Registrar in the Academic Records Office. For future reference, the website for Academic Records is [http://www.depts.ttu.edu/registrar/default.aspx](http://www.depts.ttu.edu/registrar/default.aspx). The address listed for Academic Records is 103 West Hall, PO Box 45015, Lubbock, TX 79409-5015.

- If a student receives a Pell Grant and/or a Direct Loan at more than one school in a term, the aid at one of the schools has to be cancelled.
- Financial aid at TTU is semester based, therefore if the approved course was not completed at the end of the semester, the course will be included in calculating SAP. Contact the Advisor for SAP if coursework was not transferred back to TTU as a manual calculation may be necessary.
- Place the tracking mnemonic “TGSOCR” on RRAAREQ after add/drop and lock aid for the term to keep future aid from applying until an official grade transcript is received.
- Send an Email notification to the student and copy the notification on RHACOMM (see Email sample on page 5)
- Complete all tracking mnemonics with a “C” after requests have been received.
- Make notes on RHACOMM when requirements have been satisfied.

**Enrollment Reporting and NSLDS**

- For this cohort of students, we check the consortium indicator on ROAENRL.
  - This is for financial aid awarding and disbursement purposes only. This has nothing to do with the enrollment reporting portion.
- The 20th class day will be used for time status updates for enrollment reporting.
- Office of the Registrar pulls the enrollment data to send to the Clearinghouse from the Time Status tab on SZAREGS.
- To ensure Registrar is pulling the correct enrollment data on consortium students for the hours they are receiving financial aid, update the Time Status to “Special Case Forced to Full-Time”, Forced to 3/4 Time, Etc.
  - This will ensure proper report to NSC to NSLDS for enrollment reporting.
  - We then make a note in RHACOMM for documentation.
  - Consortium Advisor retains detailed spreadsheet for all students.
EMAIL NOTIFICATION TO STUDENT

Dear Student:

For any student who will study through consortium agreement, and who is receiving financial aid based on this agreement, an official grade transcript will be required for approved courses once the semester has ended. An email from the host school with grade information may be accepted in lieu of the grade transcript, for purposes of releasing financial aid in a subsequent semester.

All grade transcripts are processed by the Office of the Registrar in the Academic Records Office. For future reference, the website for Academic Records is http://www.depts.ttu.edu/registrar/default.aspx. The address listed for Academic Records is 103 West Hall, PO Box 45015, Lubbock, TX 79409-5015.

Please contact the Office of the Registrar if you have any questions regarding transcripts.

Best regards,

(Advisor Information)