

**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.
- Exception: Students who are not seeking financial aid or hours-required scholarships and who are in less-than-half-time hours at both schools can be allowed an agreement for in-school deferment purposes if TTU is their home school.

**POLICY**

- Enrollment hours are reviewed to ensure a consortium agreement needs to be processed.
- 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 withdraws 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 into the TTU degree plan. Track TCSORT on RRAAREQ (Tracking icon on ROARMAN), and mark as Complete, indicating that we have received this confirmation.

Applicant Requirements				
Perkins MPN Detail		Additional Requirements		Direct Loan MPNs
SUMMARY				
<input type="button" value="Create Requirement"/> <input type="button" value="Delete Requirement"/>				
Tracking Group: TISV1 ... TTU Independent Selected V-1				
<input type="checkbox"/> Request Letter <input type="checkbox"/> Lock Group				
Requirements Completed Dates: All				
REQUIREMENTS				
Requirement *	Description	Status *	Status Date *	Established Date
TCSORT	Consortium Final Grades	C	01/07/2019	11/20/2018
TCSORT	Consortium Agreement	C	01/07/2019	10/02/2018
TEAWRD	Student Award Letter	C	10/30/2018	10/30/2018

- Add note to RHACOMM stating:
  - Who authorized the confirmation of enrollment/applicability to degree plan
  - 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.

Aid Year \* 1819 ... Category Code TCSORT ... Created 01/04/2019 User ID PYW341

Comment Received dean's approval from Dr. Jorge Iber in Arts & Sciences for student to take SOC 1306 at Collin County Community College during Spring. Course is approved to transfer back as SOC 1320 to fulfill TTU degree requirements. Emailed consortium agreement to CCCC.

- 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 combined total hours between both schools
- Add the host school credit hours to Financial Aid hours for aid to feed based on combined enrollment. Check the Consortium indicator to allow aid to feed based on credit hours. Hours also need to be updated under the Attending tab as well.
- Follow procedure for “Repeat Coursework” if applicable.

FINANCIAL AID ENROLLMENT						
Attending		By Period				
Term Code	Enrollment Rule	Financial Aid Hours Credit	Financial Aid Hours Bill	Financial Aid Hours Adjusted	Consortium Indicator *	Activity Date
201957	STANDARD	12,000	12,000	12,000	<input checked="" type="checkbox"/>	1/07/2019
201957	REPEAT	12,000	12,000	12,000	<input checked="" type="checkbox"/>	01/07/2019

- 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/dean for permission to take the courses through another institution (host school).
2. The TTU advisor writes a letter or sends an email on behalf of the student to the consortium advisor stating:
  - a. the semester(s) of enrollment
  - b. host school course number
  - c. TTU course number equivalent
  - d. a statement indicating that the course(s) are required toward the student’s degree plan and will transfer back to TTU from \_\_\_\_\_ (name of host school).

3. The student contacts the Financial Aid consortium advisor to notify that they have registered.
  - a. For law students, contact the School of Law Assistant Director of Financial Aid
4. The Financial Aid consortium advisor will send the agreement to the host school.
5. Upon receiving the agreement from the host school, if the student has eligibility for financial aid, the financial aid consortium advisor will enter 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://fsapartners.ed.gov/knowledge-center/library/resource-type/Federal%20School%20Code%20Lists>
7. A student must be enrolled in at least half-time credit hours in a semester, with at least 1 credit at TTU, to be eligible for federal/state aid while studying through a 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.
  - a. Graduate students and law students do not have to be enrolled in any credit hours at TTU. Budget components are adjusted to actual costs.
8. A transfer student must be in at least 9 credit hours at TTU to receive a Presidential Transfer or Proven Achievers Scholarship beginning in Fall 2019.
9. 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.
10. At the end of the semester, the student must submit an official grade transcript for all courses to the Registrar's Office.
11. The student is responsible for paying the balance to the host school from funds received through TTU. Please note, aid is awarded based on the determined estimated cost, eligibility for aid, and hours enrolled. A consortium agreement does not necessarily mean the student has enough aid to pay their balance at the home school or at the host school.
12. Student must send the financial aid consortium advisor 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/dean.
13. Consortium coursework will be monitored for Satisfactory Academic Progress at the next scheduled SAP process, as determined by the individual student's SAP status.
14. It is the student's responsibility to see if the host school has processed the agreement that has been sent by TTU once the student is enrolled at the host school for the semester.
15. Limits are set on the number of times a student may repeat a course for purposes of receiving federal aid. Not all courses have the same limitations. A student's academic department sets the course limits and financial aid will not apply for courses taken over the repeat limit.
16. All consortiums must be FULLY completed before the last day to withdraw from the university for the semester. Enrollment status cannot be updated after this date. Refer to the Academic Calendar for the exact date: <http://www.depts.ttu.edu/officialpublications/calendar/>

All grade transcripts are processed by the Office of the Registrar in the Transfer Evaluation Office. For future reference, the website for Transfer Evaluation Office is <http://www.depts.ttu.edu/registrar/teo/>. The address listed for Transfer Evaluation Office is 121 West Hall, PO Box 45015, Lubbock, TX 79409-5015. For students in the School of Law, grade transcripts are processed by the Associate Dean of Academic Affairs and the Registrar's Office - <https://www.depts.ttu.edu/law/admissions/transfer-applicants.php>

- 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 must 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 "TCSOGR" 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 6)
- 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 do with the enrollment reporting portion.
- The 12<sup>th</sup> 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.

## Undergraduate/Graduate Notification to Student

Dear Student,

A \_\_\_\_\_(term) consortium agreement was completed for you to take a course at another school and receive financial aid from Texas Tech University for that course. Before you will be able to receive academic credit for the course and fully complete the consortium agreement process, an official grade transcript is required once the semester has ended. Please contact \_\_\_\_\_ (Host School) to have a Fall final grades transcript sent to TTU once the semester has ended.

All grade transcripts will need to be submitted to and are processed by the [Office of the Registrar](#) in the Transfer Evaluation Office. Please contact \_\_\_\_\_ (Host School) and have an official transcript sent by one of the following methods:

### Mail

TTU Transfer Evaluation Office  
PO Box 45015  
Lubbock, TX 79409

### Electronically

Institutions can send official college transcripts electronically to [admissions.transcripts@ttu.edu](mailto:admissions.transcripts@ttu.edu)

### Hand Deliver to TEO

Students can hand deliver transcripts to West Hall Room 121.

Monday-Friday  
8:00am-5:00pm

Transcripts must be delivered in a sealed envelope to be considered official.

Please contact the Office of the Registrar at 806-742-3661 if you have any questions regarding transcripts.

Best regards,

(Advisor Information)



Cozette Young  
Financial Aid Advisor – Consortiums  
Office of Student Financial Aid  
Texas Tech University  
Box 45011 Lubbock, TX. 79409  
Office: (806) 834-3680 Fax: (806) 742-0880  
[cozette.ledbetter.young@ttu.edu](mailto:cozette.ledbetter.young@ttu.edu)

## Law School Notification to Student

Dear Student,

A \_\_\_\_ (term) consortium agreement was completed for you to take a course at another school and receive financial aid from Texas Tech University for that course. Before you will be able to receive academic credit for the course and fully complete the consortium agreement process, an official grade transcript is required once the semester has ended. Please refer to the [School of Law Transfer of Course Credits Policy](#) for requirements and contact information.

Best regards,

**Joshua Hernandez, M.Ed.**

Assistant Director

Student Financial Aid & Scholarships

Texas Tech University School of Law

Box 40004

Lubbock, TX 79409

Phone: 806-834-3114 / Fax: 806-742-0880

[jdez8099.hernandez@ttu.edu](mailto:jdez8099.hernandez@ttu.edu)



The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

## Consortium Agreement Procedure

**Please take a moment to review the financial aid procedures below, as the release of any future aid depends on you meeting all the requirements as listed.**

1. The student contacts their TTU academic advisor/dean for permission to take the courses through another institution (host school).
2. The TTU advisor writes a letter or sends an email on behalf of the student to the consortium advisor stating:
  - a. the semester(s) of enrollment
  - b. host school course number
  - c. TTU course number equivalent
  - d. a statement indicating that the course(s) are required toward the student's degree plan and will transfer back to TTU from \_\_\_\_\_ (name of host school).
3. The student contacts the Financial Aid consortium advisor to notify that they have registered.
  - a. For law students, contact the School of Law Assistant Director of Financial Aid
4. The Financial Aid consortium advisor will send the agreement to the host school.
5. Upon receiving the agreement from the host school, if the student has eligibility for financial aid, the financial aid consortium advisor will enter 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://fsapartners.ed.gov/knowledge-center/library/resource-type/Federal%20School%20Code%20Lists>
7. A student must be enrolled in at least half-time credit hours in a semester, with at least 1 credit at TTU, to be eligible for federal/state aid while studying through a 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.
  - a. Graduate students and law students do not have to be enrolled in any credit hours at TTU. Budget components are adjusted to actual costs.
8. A transfer student must be in at least 9 credit hours at TTU to receive a Presidential Transfer or Proven Achievers Scholarship beginning in Fall 2019.
9. 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.
10. At the end of the semester, the student must submit an official grade transcript for all courses to the Registrar's Office.
11. The student is responsible for paying the balance to the host school from funds received through TTU. Please note, aid is awarded based on the determined estimated cost, eligibility for aid, and hours enrolled. A consortium agreement does not necessarily mean the student has enough aid to pay their balance at the home school or at the host school.
12. Student must send the financial aid consortium advisor 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/dean.

13. Consortium coursework will be monitored for Satisfactory Academic Progress at the next scheduled SAP process, as determined by the individual student's SAP status.
14. It is the student's responsibility to see if the host school has processed the agreement that has been sent by TTU once the student is enrolled at the host school for the semester.
15. Limits are set on the number of times a student may repeat a course for purposes of receiving federal aid. Not all courses have the same limitations. A student's academic department sets the course limits and financial aid will not apply for courses taken over the repeat limit.
16. All consortiums must be FULLY completed before the last day to withdraw from the university for the semester. Enrollment status cannot be updated after this date. Refer to the Academic Calendar for the exact date: <http://www.depts.ttu.edu/officialpublications/calendar/>

\*Just a reminder: Do not forget to make payment arrangements each semester through the host school to avoid being dropped for non-payment. Students must notify the consortium advisor if they do not attend, complete the course, or withdraw from any or all courses. If the student withdraws or does not complete the course, they may owe back all, or a portion of the financial aid received that semester.

\*\*All grade transcripts are processed by the Office of the Registrars in the Transfer Evaluation office. The website for the Registrar is <http://www.depts.ttu.edu/registrar/>. The address listed for the Transfer Evaluation Office is 121 West Hall, PO Box 45015, Lubbock TX. 79409-5015. For Law School students, please refer to the [School of Law Transfer of Course Credits Policy](#) for requirements and contact information.

\*\*\*Please note: If you are eligible for the Direct Loan program and you have an initial Direct Loan award, you may need to complete a Master Promissory Note (MPN) and Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov).

\*\*\*\*Student who are not seeking financial aid or hours-required scholarships may be allowed a consortium agreement for in-school deferent purposes if TTU is the home school and they are in less-than-half-time hours at both schools.