



CONSORTIUM AGREEMENT GUIDELINES

A **consortium agreement** is a written contract between Texas Tech University (the **home school**), another institution (the **host school**), and a student which is used for the purpose of providing financial aid at the homes school for all their combined hours of enrollment.

General Disclosures

- Not all schools participate in consortium agreements.
- The courses being held at the host school **must** count towards a student’s Texas Tech University degree plan, as verified on the Concurrent Enrollment Request form.
- The courses must **not** be considered repeat coursework that exceeds the number of repetitions permitted for federal student aid, as defined by the U.S. Department of Education.
- A student should register for courses at the host school **prior** to submitting the Concurrent Enrollment Request form.
- Courses taken at another institution under a consortium agreement do not count as renewal hours for the **Presidential Merit Scholarship**.
- A student may take 3 consortium agreement hours at another institution under a consortium agreement, along with 9 Texas Tech University hours to meet the renewal hours requirement for a **Transfer Merit Scholarship**.
- Agreements will not be processed for students who are already registered full-time (12+ hours for undergraduate students) at Texas Tech University, as they have already been awarded the maximum amount of aid they are eligible for.
- The student will receive an email stating the outcome of the request.

Student Instructions

1. Register for classes at both Texas Tech University and the host school.
2. Make satisfactory payment arrangements at the host school while this agreement is being evaluated and processed. Texas Tech University will not pay the host institution directly.
3. Fill in the Student Information section of the Concurrent Enrollment Request form.
4. Fill in the name of the Host Institution, Semester/Term, and the courses being taken at the host school.
5. Provide the Concurrent Enrollment Request Form to your Texas Tech University Academic Advisor.
6. The completed Concurrent Enrollment Request form should be returned to the Texas Tech University Student Financial Aid and Scholarships Office (do not provide this form to the host school).

By signing this agreement, I confirm I have read and understand the above information. I agree to notify Texas Tech University in writing of any enrollment changes both at Texas Tech University and the host school during the term which this agreement is active.

Student R#

Student Signature

Date

Please note: The Concurrent Enrollment Request form is a request for the Student Financial Aid and Scholarships Office to evaluate a student’s eligibility to participate in a Consortium Agreement, and it does not guarantee a student is eligible to participate.



CONCURRENT ENROLLMENT REQUEST

STUDENT INFORMATION

Name: _____

Student R#: _____

TTU Email Address: _____

I am enrolled as a: [Traditional/TTU Proper Student] [TTU Online + Student] [Student Athlete]

Do you plan to use financial aid for these courses? (Check One) Yes No

TTU Academic Advisor Name: _____ TTU Academic Advisor Email: _____

HOST INSTITUTION AND COURSE INFORMATION

TTU College and Department: _____

Graduation Date: _____

Semester/Term: _____

<u>Courses(s) at Host Institution*:</u>	<u>Host School Name and Email:</u>	<u>Texas Tech University Equivalency:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please include course prefix and number (ex: SPAN 1411)*

I certify the above course(s) are degree applicable and will transfer back to Texas Tech University.

Printed Name - Advisor/Dean Signature, College of

Date

Signature - Academic Advisor/Dean Signature, College of

Date