A consortium agreement is a written contract between two institutions enabling students to take coursework, simultaneously, for the purpose of completing a degree program. Under such an agreement, students may take courses at a host institution and have those courses count toward a degree at their home institution.

The student’s ‘Home’ institution is the institution that will grant the degree. It is also the institution that will process, award, and disburse financial aid. The ‘Host’ institution is responsible for certifying the student’s enrollment status and the costs for tuition and fees at that school.

Guidelines for students interested in participating in a Consortium Agreement and Bergen Community College is their ‘Home’ Institution:

- Students must be in a degree program or eligible certificate program at BCC.
- Each class the student takes at the ‘Host’ institution must be a requirement of their degree program at BCC.
- The student must complete a ‘Request to Take Course at Another Institution Form’ from the Registrar’s Office at BCC & submit with the Consortium Agreement Application.
- The student must have the ‘Host’ institution complete the ‘Consortium Agreement Application’ & submit this to the Office of Financial Aid at BCC.
- Students are advised to arrange payment of the classes with the ‘Host’ institution. It is the responsibility of the student to pay their bill at their ‘Host’ institution.
- Consortium Agreements expire at the end of each semester/term.
- At the conclusion of the Consortium semester/term, students must submit a copy of their transcript to the Office of Financial Aid at BCC to determine if they meet Satisfactory Academic Progress (SAP).
- Financial aid funds are not sent to the ‘Host’ institution. They are credited to the student’s BCC account. If a credit balance is created, then a refund is processed, & released to the student.

Guidelines for students interested in participating in a Consortium Agreement and Bergen Community College is their ‘Host’ Institution:

- Students must be in a degree program or eligible certificate program at their ‘Home’ institution.
- Each class the student takes at Bergen Community College must be considered a requirement of the degree program at their ‘Home’ Institution.
- The student must have a ‘Consortium Agreement’ from their ‘Home’ institution for Office of Financial Aid at BCC to complete.
- Students must make payment in full or payment arrangements with the Bursar at Bergen Community College. It is the responsibility of the student to pay their bill at BCC.
- Consortium agreements expire at the end of each semester/term.
- BCC will not complete a Consortium Agreement until the end of the add/drop date of the semester/term.
- Financial aid funds are not sent to Bergen Community College as the ‘Host’ Institution. They are credited to the student’s account at their ‘Home’ Institution.