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 at Bergen Community College.
- Each class the student takes at the ‘Host’ institution must be a requirement of their degree program at Bergen Community College.
- The student must complete a ‘Request to Take Course at Another Institution Form’ from the Registrar’s Office at Bergen Community College and submit this with the Consortium Agreement Application.
- The student must have the ‘Host’ institution complete the ‘Consortium Agreement’ and submit this to the Office of Financial Aid at Bergen Community College.
- 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 Bergen Community College 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 Bergen Community College account. If a credit balance is created, then a refund is processed, and 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 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 Bergen Community College 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 Bergen Community College.
- Consortium agreements expire at the end of each semester/term.
- Bergen Community College 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.
- If a student withdraws at Bergen Community College during the agreement term, Bergen Community College will notify the ‘Home’ Institution to determine if they meet Satisfactory Academic Progress (SAP).
CONSORTIUM AGREEMENT

HOME INSTITUTION: Bergen Community College

HOST INSTITUTION: __________________________

SECTION A: Completed By Student
This Consortium Agreement is for ☐ Fall 2015 ☐ Spring 2016 ☐ Summer 2016

Name: ______________________
BCC ID#: __________
Last 4 of SS#: _______ _______ _______

Address: ____________________________
City: __________________________
Zip: __________________________

E-mail Address: ______________________
Phone: __________________________

For the indicated term, I will be enrolled in:

# credits at Bergen Community College # credits at Host Institution

CERTIFICATION
I have read and met or will meet the student requirements, and further certify that all information provided on this form is accurate. As a degree seeking student, I agree to receive Federal Student Aid only from Bergen Community College.

Student Signature: __________________________
Date: __________________________

SECTION B: Completed By Financial Aid Office at ‘Host’ Institution

The student listed in Section A will be attending your institution the semester indicated and is requesting a consortium agreement. Bergen Community College will process the financial aid the student may be eligible for. Disbursement of funds will be made directly to the student according to Bergen Community College’s institutional policy. The contents of this agreement are set forth to comply with Federal Regulations regarding consortium agreements. BCC FAO keeps records of these agreements and academic approval to complete the coursework listed below at your institution.

<table>
<thead>
<tr>
<th>Course # &amp; Title</th>
<th>Units (Semester Hours)</th>
<th>Cost/Unit</th>
<th>Tuition &amp; Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$1000</td>
<td>$2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1500</td>
<td>$3000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2000</td>
<td>$4000</td>
</tr>
</tbody>
</table>

Total $5500 $11000

CERTIFICATION
I certify that the student is enrolled in the units above. I agree that my institution will not award or pay Federal Student Aid to the student during the term of this consortium agreement. I also agree if the student withdraws from their coursework at my institution, I will notify BCC FAO to include in calculation of academic progress and award eligibility.

FA Officer Name: __________________________
Title: __________________________

FA Officer Signature: __________________________
Date: __________________________

Institution Address: __________________________
Phone: __________________________

SECTION C: Completed By BCC Financial Aid Office

☐ Approved Tuition/Fees: Host $__________ Bergen Community College $__________
☐ Denied

Comment: __________________________