

CONSORTIUM AGREEMENT GUIDELINES

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 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 this with the Consortium Agreement Application
- The student **must** have the 'Host' institution complete the 'Consortium Agreement' & submit this to the Office of Financial Aid at BCC
- Students **must** submit their class schedule & bill from the 'Host' Institution to BCC with the Consortium Agreement
- 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 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 BCC. **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
- If a student withdraws at BCC during the agreement term, BCC 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 20__ Spring 20__ Summer 20__

Name: _____ BCC ID#: _____ Last 4 of SS# xxx-xx _____

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.

Course # & Title	Units (Semester Hours)	Cost/Unit	Tuition & Fees
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Total	_____	\$ _____	\$ _____

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: _____