

Consortium Agreement Information

At Holyoke Community College, we want to make sure that everyone has an equal chance to go to college, no matter who they are. We know that getting money to pay for college is important, so we promise to be fair when we give out financial aid. We also want to make sure that trans and gender-expansive students don't face any barriers in accessing financial aid. If you have questions or concerns about this, you can talk to the financial aid office.

This consortium agreement is a binding agreement between eligible schools which enables a student to receive financial aid from Holyoke Community College while being enrolled as a visiting student at another school. **HCC is considered your home school and the visiting school is referred to as the host school.** The host school must be an approved Title IV school; meaning they have a federal Title IV school code and can process federal financial aid. School eligibility can be verified online at <https://fafsa.ed.gov/FAFSA/app/schoolSearch>.

Students *may* be eligible to receive financial aid for courses taken at another college under certain limited circumstances. They may request that the HCC Financial Aid Office review the need to include an outside course in the determination of their financial aid eligibility at Holyoke Community College.

Examples of acceptable circumstances for a consortium agreement to be granted include, but are not limited to; a required course for degree completion not being offered at HCC, or a required course not being offered in the format necessary for student success.

Instructions

1. A student must submit a type-written request explaining the necessity of taking a course at another college and attach the statement to this form.
2. The request will be evaluated by the Financial Aid Office and a decision will be made as to whether or not the request will be approved.
3. The student must complete and sign Section I and have Section II signed by the Student Records Office. The course must be approved by the Student Records Office as acceptable transfer credit before submitting the form to the Financial Aid Office.
4. Proof of enrollment at the Host School must be submitted with the Consortium Agreement request. Examples include a course schedule or billing statement for the applicable semester.

5. Once the consortium agreement and type-written request have been reviewed by the Financial Aid Office the student will be sent notification of the decision to their HCC email account.
6. If the request is approved the Financial Aid Office will forward the consortium agreement to the Host school for completion.
7. It is the responsibility of the student to pay required tuition and fees at the Host school and will be reimbursed (to the extent of the student's eligibility) by Holyoke Community College when the student's financial aid is awarded and disbursed.

Consortium Agreement Request Form

Section I: Student Information- To be completed by the student

Student Name: _____

Student ID#: _____

Last 4 digits of SSN: XXX-XX- _____

Date of Birth: _____

HCC Email Address: _____

Enrollment Period: _____

Under this consortium agreement, the student will:

1. Submit a type-written request explaining the need to take this course at another institution, ie., course not being offered at HCC that is required in the last term prior to graduation, course not offered at HCC in the necessary format for course success.
2. Be enrolled in a degree or certificate program at Holyoke Community College.
3. Maintain satisfactory academic progress.
4. Take courses at the Host School which are transferable to his or her HCC degree or certificate as certified by the HCC Student Records Office.
5. Notify the HCC Financial Aid Office if he or she does not begin attendance in the courses listed and approved in this consortium agreement.
6. Immediately inform the HCC and the Host school Financial Aid Offices of any change in enrollment status, including withdrawing from all courses or substitution of approved courses.
7. Ensure that the Host School provides HCC with a Host School academic transcript upon completion of the consortium enrollment period.
8. File a FAFSA and complete the required financial aid process prior to all applicable deadlines.
9. Pay tuition, fees, and other expenses as charged by the Home and/or Host School.

By signing here I authorize the exchange of information necessary for the administration of the consortium agreement.

Student's Signature: _____

Date: _____

Home School: Holyoke Community College

Host School: _____

Section II– To be completed by the HCC Student Records Office

List the approved course(s) that the student is taking at the Host School which are applicable to his or her academic program at Holyoke Community College:

Course Name: _____ Course Credits: _____

Course Name: _____ Course Credits: _____

Course Name: _____ Course Credits: _____

Under this consortium agreement, Holyoke Community College:

1. Certifies the student is enrolled in a degree or certificate at HCC.
List degree or certificate: _____
2. Agrees to accept the coursework listed above toward the completion of the student’s degree or certificate, listed above.

HCC Student Records Office Signature: _____

Printed Name: _____ Date: _____

Section III – To be completed by Holyoke Community College financial aid officer

Under this consortium agreement, Holyoke Community College:

1. Agrees to process the student’s Title IV financial aid application and provide payment of Title IV funds (if eligible) as appropriate for the consortium period.
2. Certifies the student is making satisfactory academic progress toward the completion of his or her degree or certificate at Holyoke Community College.
3. Will conduct Enrollment Reporting to the National Student Loan Data System (NSLDS).
4. Will calculate returns of Title IV funds, when appropriate.
5. Will maintain Title IV recordkeeping and reporting requirements.

HCC Financial Aid Officer's Signature: _____

Printed Name: _____ Date: _____

Email Address: _____ Telephone: _____

Section IV – To be completed by the Host School financial aid officer

Enrollment period dates: From: _____ To: _____

Cost of Attendance:

Tuition & fees: \$ _____

Books & supplies: \$ _____

Transportation: \$ _____

Miscellaneous: \$ _____

Under this consortium agreement, the Host School:

1. Agrees not to award any financial aid for the coursework during the stated period of enrollment.
2. Will provide Holyoke Community College with documentation of the student's enrollment at the Host School.
3. Agrees to notify Holyoke Community College if the student fails to enroll in, begin attendance in, or withdraws from, the Host School (including the withdrawal date and other relevant information).
4. Will provide Holyoke Community College with a Host School academic transcript upon completion of the consortium period.

Host School Financial Aid Officer's Signature: _____

Printed Name: _____

Title: _____ Date: _____

Email Address: _____ Telephone: _____