

### **Consortium Agreement Instructions**

Although a student might enroll concurrently at two or more institutions, financial aid can be received at just one institution during a given period of enrollment. It is possible, meanwhile, to be a financial aid recipient at one institution, and have the credits being pursued at another institution contribute toward enrollment status, and therefore toward the type(s) and amount(s) of financial aid that are received.

How to complete the Consortium Agreement for Virginia Western Community College:

- Please read these instructions thoroughly and complete the attached Consortium Agreement form indicating exactly what courses you will be taking at VWCC and your host institution for the stated term.
  - The host institution is the school, not VWCC, where you will be taking courses at to satisfy VWCC program requirements.
  - Please note that most host institutions require payment out of pocket and do not hold courses. Please contact your host institution's financial aid office for specific information on how to handle payment for those courses.
  - Please also make sure that your financial aid at VWCC is enough to cover the tuition and fees due to VWCC. Sometimes even with combined enrollment – the total aid is not enough to cover the balance due.
- Submit completed Consortium Agreement form to VWCC Financial Aid Office to be processed.
- You will receive a confirmation email once the consortium agreement has been processed.

For more information regarding consortium agreements, please visit our website at: <https://www.viriniawestern.edu/financial-aid/policies/consortium-agreements/>

#### **Ways to Submit:**

- (1) Drop off in-person at the Financial Aid Office in Chapman Hall.**
- (2) Submit via email to [finaid@viriniawestern.edu](mailto:finaid@viriniawestern.edu).**

### CONSORTIUM AGREEMENT FOR FINANCIAL AID:

#### Enrollment Form

**STUDENT INFORMATION:** *(to be completed by student - please print or type)*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
                     *Last*                      *First*                      *MI*

Current Address: \_\_\_\_\_  
                                     *Street*                                      *City, State, Zip*

Phone number: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

Program of Study at Virginia Western: \_\_\_\_\_

Enrollment Period: Term \_\_\_\_\_ Year \_\_\_\_\_ Host Institution name: \_\_\_\_\_

#### **Course listing for above stated period:**

Class Prefix and #: (ENG 111)	Class Name: (College Composition I)	Credit Hours	Will be taking at VWCC or Host Institution?

**Total Credit Hours at VWCC:** \_\_\_\_\_ **Total Credit hours at Host Institution:** \_\_\_\_\_

By initiating and signing/initialing this agreement, the student agrees to the following:

- I allow Virginia Western Community College (the home school) to exchange student information with the indicated host institution. \_\_\_\_\_ **(Initials)**
- I certify that I am a regular, degree-seeking, or other aid-eligible student as defined by Federal regulations at Virginia Western Community College. \_\_\_\_\_ **(Initials)**
- I understand that payment of tuition and fees at the host institution is my responsibility according to the host institution's policies and procedures. \_\_\_\_\_ **(Initials)**
- I will notify Virginia Western Community College's Financial Aid Office should there be any change in enrollment status at the host institution and if for any reason the financial aid is reduced, I am fully responsible for any debts. \_\_\_\_\_ **(Initials)**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_