

## Financial Aid Consortium Agreement Guidelines and Checklist

A consortium agreement is a written contract between two eligible institutions enabling students to take coursework at a different institution from the one where they are seeking a degree. The student must be accepted in a degree program at Mary Baldwin and have already completed classes at Mary Baldwin before undertaking a consortium agreement. Under this agreement, Mary Baldwin University will act as the home institution (the institution awarding your degree and administering your financial aid). The visiting school is referred to as the host institution (responsible for certifying the student's enrollment and the costs for tuition and fees).

### GUIDELINES FOR MBU STUDENTS INTERESTED IN PARTICIPATING IN A CONSORTIUM AGREEMENT:

- Students must be degree seeking at the home institution.
- The student is responsible for meeting with their Academic Advisor for approval of transfer of those credits to the student's degree program before enrolling at the host institution. Each class taken at the host institution must be considered a requirement of the degree that the student is seeking at Mary Baldwin University.
- Full-time status between both schools does enable you to be eligible for the Virginia Tuition Assistance Grant (VTAG). You would be eligible for a prorated amount based on the number of credits you take each semester at Mary Baldwin.
- Students are responsible for having the host institution complete the **Consortium Agreement Application** and submitting the completed form to the Office of Financial Aid.
- Students must submit a copy of their host institution course registration (class schedule) to the Office of Financial Aid.
- Students are advised to make financial arrangements with the host institution by the appropriate deadline for bill payment at that institution because arrangements for a consortium agreement may take several weeks.
- Consortium agreements are not applications for "extra" financial aid. Consortium agreements merely allow a student to get the same amount of financial aid they would normally receive for registering for all of his or her classes at MBU. Furthermore, **MBU does not automatically send funds to the host institution on behalf of the student.** Financial aid is only applied to a student's bill at MBU in accordance with the aid disbursement schedule. If a credit balance is created by financial aid funds, then a refund is processed and released to the student after the drop/add at both institutions and enrollment status at both institutions has been verified. **It is the responsibility of the student to use any refund to pay their bill at the host institution.**
- Consortium agreements expire at the end of each semester. Therefore, students seeking to participate in a consortium agreement for more than one semester must re-apply with a new Consortium Agreement each semester.
- Students are responsible for immediately notifying the Office of Financial aid of any change in enrollment at either institution.
- At the conclusion of the consortium semester, students must submit a final grade transcript to the Office of Financial Aid at MBU to determine if the student meets Satisfactory Academic Progress. Failure to provide the transcript will prohibit any future aid from being processed for subsequent semesters.

### STUDENT CHECKLIST:

- Meet with your Academic Advisor for prior approval to enroll in courses at another institution and transfer those credits into your MBU degree program. Have your advisor email our office indicating your credits at the other institution are needed for your MBU degree.
- Complete student section of the Consortium Agreement Application and submit to host institution for completion. Submit completed form back to Office of Financial Aid.
- Submit a copy of your host institution' course registration (class schedule) to the Financial Aid Office.
- Be prepared to pay your bill at the host institution out-of-pocket by the host's payment deadline. The Office of Financial Aid cannot submit payment on your behalf.
- Notify the Office of Financial Aid of any changes in enrollment at the host institution.
- Submit final grade transcript to Office of Financial Aid upon completion of courses at host institution.

