

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.

Email: finaid@marybaldwin.edu . Fax: 540-887-7229 . Phone: 540-887-7022



2024-25 Consortium Agreement Application

STUDENT SECTION:

Last Name	First Name	MBU ID #	Email address
Indicate the semester that y	ou are seeking a consortium	agreement for:	
			To
Name of Host Institution	Student ID at hos	t institution Host Institution	's enrollment period date
	institution No. of cred		0.00
* You must submit a copy o	f your host institution's class	registration (class schedule) to	the Office of Financial Aid.
institution will transfer to r to successfully transfer my of my financial aid for the Academic Progress (SAP) p Consortium Agreement Gu	my degree at Mary Baldwin Ur credits to my degree prograr consortium term and/or futur olicy on the Mary Baldwin Un idelines and Checklist. Furth llment information and perm	niversity. I understand that any mat my home school may resure semesters. I have reviewed a iversity Office of Financial Aignermore, my signature indicat	rk I am enrolled in at the host change in enrollment or failure alt in a reduction or cancelation and understand the Satisfactory d website and the Financial Aid tes my permission for the host perbally or written, to the Mary
STUDENT SIGNATURE		DATE	
TO BE COMPLETED BY CO	ONSORTIUM ("HOST") INSTI	TUTION:	
		To	
Student's no. of credit hour enrolled	S E	nrollment dates at host institution	
co.cc			
Student's Cost of Attendance	e for enrollment period stated	above:	
Tuition & Fees: \$	_Books & Supplies \$	Room & Board \$	Total Costs: \$
Host School Institutional Aic	l (if applicable) \$		
• • •	Pell Grant, Federal campus-ba	ees to provide payment(s) to ab ased programs, and/or Federal	•
(2) The Host institution agr specified.(3) The student has begun a	, , ,	from any Federal Title IV prog	rams for the term
Official Signature for Host	Institution		Date
Printed Name and Title		Email Address	Phone Number

THIS MUST BE RETURNED TO THE OFFICE OF FINANCIAL AID AT MARY BALDWIN UNIVERSITY

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