

Consortium Agreement Request

Instructions: Read the Consortium Agreement Information on the back side of this form, then complete all sections below, obtain the required signature from your academic or program advisor at North Seattle College and attach your course registration for both your Host School and North Seattle College. You may submit this form after you have received notice of financial aid eligibility from North Seattle College. **This form must be submitted no later than 7 days before the quarter begins to avoid a delay in financial aid payment/disbursement.**

Student Information

Last Name _____ First Name _____ SID _____
 Quarter _____ North Seattle College Degree/Cert _____

List **ALL** courses you are registered for this quarter, **including those at North Seattle College.**

Course Name	Credits	College Name	Program Requirement (Advisor initial each)

I have been awarded financial aid from North Seattle College for the Quarter indicated above and have attached a copy of my class schedule for the Host School and North Seattle College.

Reason for your request (check one):

- The courses at your Host School are **not** offered at North Seattle College this quarter.
- The courses at your Host School are offered at North Seattle College this quarter, but conflict with the class times for other enrolled courses.
- Other unusual or extraordinary circumstances. Please explain in the space below:

CERTIFICATION: The information reported on this worksheet is complete and correct and that I have read and understand the consortium agreement terms and conditions. I understand that I may only receive financial aid funds from one college at a time and will not be applying or receiving any other funds from another school for the current term.

Student Signature _____ Date _____

To be completed by a North Seattle College Academic or Program Advisor

I certify that the courses listed above *unofficially* do _____ do not _____ satisfy course requirements for the current degree or certificate program. Official credit evaluation is completed upon receipt of official transcripts by Credentials Evaluators.

NSC Advisor Signature _____ Advisor Name _____ Date _____

Financial Aid Use Only: Approved _____ Denied _____ FA Staff Initial _____ Date _____

Consortium Agreement Terms and Conditions

Background

Students pursuing a degree or certificate at North Seattle College may only receive financial aid from North. However, sometimes a student is unable to take certain courses at North and will need to take required courses for their program of study at a different school (the Host school). In these cases, a consortium agreement allows students to get financial aid at North for classes taken at the Host School. If approved, a student could receive financial aid for the total number of credits at both schools. Please note: even with an approved Consortium Agreement, the student is required to pay for classes themselves at the Host School.

Requirements

To be eligible to receive a consortium agreement for a specific quarter, the following requirements must be met:

1. The courses you take at the Host School must satisfy program requirements that you have not already met and must be transferable to your program at North Seattle College.
2. The courses you take at the Host School are either:
 - a. Not offered at North Seattle College for the particular quarter; or
 - b. Are offered for the particular quarter, but the class time(s) conflict with other courses you wish to take.
3. You must be concurrently enrolled for at least one (1) credit to receive Grant funds and six (6) credits for loan funds, in a class required for your program of study at North Seattle College.
4. **You must pay for classes yourself at the Host School, even with an approved Consortium Agreement.**
5. You must be awarded financial aid, not just have a completed application.
6. You must submit a copy of an unofficial grade transcript from your host school at the end of the quarter.

Application Process

If the credits you are interested in taking at another school meet the requirements listed above, you can apply for a consortium agreement. The application steps are as follows:

1. Complete the "Consortium Agreement Request Form" on the reverse side of this document.
2. Ask your Academic Advisor at North Seattle College to complete their sections of the application.
3. Attach a copy of your course registration from the Host School and North Seattle College.
4. Submit the completed application to the Financial Aid Office at North Seattle College.

Deadline

To avoid delays in receiving your financial aid, it is strongly recommended that you submit the completed application to the Financial Aid Office at North Seattle College at least three (3) weeks prior to the start of the quarter, **but no later than seven (7) days before the quarter begins.**

Student Notification

North Seattle College will notify via email as to whether or not your consortium agreement application has been approved with instructions and responsibilities. If your consortium agreement is approved, you must submit a copy of an unofficial grade transcript from your host school at the end of the quarter AND have credits officially transferred for evaluation evaluated within eight (8) weeks of course completion. Subsequent quarters of financial aid will be in a hold status until Host School transcripts are submitted.