

**UNIVERSITY OF NEVADA, LAS VEGAS
FINANCIAL AID & SCHOLARSHIPS**

4505 MARYLAND PARKWAY BOX 452016
LAS VEGAS, NV 89154-2016

PHONE: (702) 895-3424

FAX: (702) 895-1353

CONSORTIUM AGREEMENT INFORMATION

What is a Consortium Agreement?

A Consortium Agreement is an agreement between two colleges/universities that recognizes the registration of a student at each site for financial aid purposes only. It also certifies that only one of the two colleges/universities will administer Title IV financial aid for the student. A Consortium Agreement cannot be used for enrollment verification purposes such as to certify full time status for insurance purposes. It can only be used for financial aid purposes.

By using this consortium agreement, you may be eligible for funding through UNLV (the Home institution) to take courses at another institution (the Host institution) while you are enrolled at the University of Nevada, Las Vegas. Please note that your financial aid at UNLV will be disbursed to your UNLV tuition and fee bill only. Your UNLV financial aid cannot be sent to your host institution. You will need to make payment arrangements with your host institution independently.

Who is eligible to complete a Consortium Agreement?

Students who are receiving financial aid which disburses based on enrollment. Such, as but not limited to, Federal Pell Grant, NV Access Grant, Nevada Grant in Aid, certain full time scholarships. Undergraduate students who are receiving federal student loans only do not need to fill out a Consortium Agreement. Additionally, you must:

Be a regularly admitted, degree-seeking student at UNLV,

Submit a 2009-2010 FAFSA with UNLV as a recipient school, and

Enroll for a minimum of 6 credits and no more than 11 credits at UNLV during the term of the consortium agreement, or enroll for approved study abroad program.

When is the deadline to turn in the Consortium Agreement?

Priority Due Date: The completed Consortium Agreement is due 14 calendar days prior to the UNLV bill due date for each semester. Turning in your completed Consortium Agreement by the Priority Date will ensure that your UNLV bill will be paid on time. If you turn your completed Consortium Agreement in after the Priority Due Date, you will want to be prepared to:

(1) pay your UNLV bill at your own expense and be reimbursed by your financial aid after it is disbursed; or

(2) sign up for the monthly payment plan with Tuition Management Systems (www.afford.com). You can cancel your payment plan after your financial aid disburses to your bill; or

(3) wait for your Consortium Agreement to be processed late and possibly incur late fees. You are responsible for any late fees incurred if you turn in your completed Consortium Agreement after the Priority Due Date.

Late Due Date: The completed Consortium Agreement is due no later than the 1st day of classes each semester. There are no exceptions. Any completed Consortium Agreements received after the 1st day of classes will not be processed.

CONSORTIUM AGREEMENT INSTRUCTIONS

Please keep this page for your information

Please ensure ALL required steps are completed **BEFORE** submitting your Consortium Agreement to Financial Aid & Scholarships (FAS). **Incomplete forms will not be processed. It is your responsibility to submit the completed Consortium Agreement by the deadline. Failure to submit the completed agreement by the above date may delay your disbursement or alter your eligibility.**

DEADLINES TO SUBMIT THE CONSORTIUM AGREEMENT:

Priority Deadline (in order to receive your aid before your UNLV bill is due): 14 calendar days before UNLV Bill Due date of each semester. If you turn in your completed Consortium Agreement after the Priority Deadline, your financial aid may not pay on time and you may be charged late fees. You are responsible for any late fees.

Late Deadline (late fees may apply): 1st day of classes each semester. Please note if you do not turn in the completed Consortium Agreement by the Priority Deadline, you will need to pay your UNLV bill by due date on your own or sign up for the monthly payment plan with Tuition Management Systems in order to avoid late fees.

*******CONSORTIUM AGREEMENTS WILL NOT BE ACCEPTED AFTER THE 1ST DAY OF CLASSES – NO EXCEPTIONS*******

INITIATING THE CONSORTIUM AGREEMENT:

Step One: You must read and initial by each item and sign the bottom of the form.

Step Two: You must take the Consortium Agreement to be certified by a UNLV credit evaluator in the Transfer Center in the Student Services Center, Building C. A credit evaluator must sign this form before you turn it in.

Step Three: You must meet with your academic advisor to certify that the courses you plan to take at the host institution are required for your degree program. Your academic advisor must sign this form before you turn it in.

Step Four: You must have the financial aid office of the Host Institution fill out and sign. They may return the form to you so you may return to our office or they may fax the completed form to our office. Please note that it is your responsibility to make sure FAS has received the completed form.

FULFILLING YOUR ENROLLMENT CONTRACT:

Upon completion of all courses, you are responsible for initiating the transfer of credits from the Host institution to UNLV Student Enrollment Services. You must request the transcript be sent from Host Institution to UNLV. Please remember Student Enrollment Services needs sufficient time to process your request, evaluate your record, and post transfer credits. A delay in transferring credits may cause a delay in disbursing financial assistance.

Students completing courses at another institution under a consortium agreement are subject to UNLV's Satisfactory Academic Progress Policy. You can review the policy online at: <http://finaid.unlv.edu/checklist/after/sap.html>. FAS reviews academic progress at the end of each semester. If the transfer process is not complete and/or if you do not meet the Satisfactory Academic Progress standards, you will be sent notification regarding your deficiency. Students already on financial aid probation may have separate instructions to follow.

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<u>OFFICIAL USE ONLY</u>

2009 – 2010 CONSORTIUM AGREEMENT

Student's Name _____ UNLV Student ID (L) Number _____

Semester: _____ Contact Phone Number: _____ E-mail Address _____

STEP ONE (OF FOUR): Please read and initial next to each item:

_____ **I understand** that in order for my UNLV bill to be paid on time, I must turn in my completed Consortium Agreement no later than 14 calendar days prior to the UNLV bill due date (Priority Due Date).

_____ **I understand** if I turn in my completed Consortium Agreement after the Priority Due Date, I may be subjected to late fees and it is my responsibility to pay those late fees.

_____ **I understand** I must pay the Host institution's tuition, fees, books, and all other expenses from my own financial resources. I understand that the costs at the host institution may be different. My student budget and awards may be adjusted accordingly.

_____ **I understand** I need to check the My Aid webpage to see if my financial aid has been disbursed.

_____ **I understand** my financial assistance will not be disbursed until Financial Aid & Scholarships receives and processes this completed Consortium Agreement.

_____ **I understand** that it is my responsibility to request that my credits be transferred to UNLV and to confirm that the academic credit is recorded. I understand that UNLV Student Enrollment Services cannot guarantee in advance if, or how many, credits will be awarded upon transfer and formal evaluation of the approved coursework.

_____ **I understand** that remedial courses will not transfer to my UNLV academic record, however I may be eligible to receive federal financial aid for remedial courses which are required by UNLV. I understand that it is my responsibility to provide a copy of my unofficial transcript from the host institution to UNLV Financial Aid & Scholarships attn: Consortium Agreements in order for the remedial courses to be included in my financial aid record.

_____ **I understand** that I must comply with the Satisfactory Academic Progress policy of UNLV as detailed online at <http://finaid.unlv.edu/checklist/after/sap.html>.

_____ **I understand** that if my enrollment changes, I must notify Financial Aid & Scholarships and be advised of the consequences of dropping credits which may include:
A. Satisfactory Academic Progress probation or suspension of aid and/or
B. Repaying funds received.

_____ **I understand** that this Consortium Agreement does not apply to the Millennium Scholarship and will complete the Millennium Scholarship Dual Enrollment Form, if appropriate.

I understand the Consortium Agreement responsibilities and will follow those procedures. I am aware that it is my responsibility to ensure my **COMPLETED** Consortium Agreement is received by UNLV Financial Aid & Scholarships.

Signature of Student _____ **Date** _____

2009-2010 CONSORTIUM AGREEMENT

Printed Name of Student _____ L# _____

STEP TWO (OF FOUR): To be completed by you. You must take this form to be certified by a Credit Evaluator in UNLV Transfer Center in the Student Services Center, Building C.

Listed below are the courses I plan to complete at _____ (host institution) for Fall/Spring/Summer.		
(Circle one)		
Are any of the courses listed below Distance Education, correspondence or internet courses (circle one)? Yes No		
Course Number and Name	Credit Hours	I certify that the host school is an accredited institution and that if the student completes the coursework these credits may transfer to the student's UNLV academic record, with the exception of remedial courses, such as Math 096 and Eng 098.
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Total credits at other school	_____	UNLV Credit Evaluator Signature
Total credits at UNLV	+ _____	
Combined Total credits	= _____	Print Name _____ Date _____

STEP THREE (OF FOUR): To be completed & signed by your UNLV Academic Advisor.

UNLV Academic Advisor Certification Statement	
I have reviewed this student's course of study and affirm that the host institution courses listed above in Step Two are required for student to complete their degree program.	
Academic Advisor's Signature _____	College/Dept _____
Print Academic Advisor's Name _____	Date _____
Telephone Number () _____	

STEP FOUR (OF FOUR): To be completed & signed by Financial Aid Office at HOST Institution.

Host School _____
Address _____
City, State, Zip _____ Telephone () _____ Fax () _____
My signature below verifies that this student will not receive federal financial assistance while enrolled during the enrollment period (as noted in STEP ONE) at this institution. If I become aware that the student is receiving scholarship money, veteran's benefits, or other resources, I will notify UNLV Financial Aid & Scholarships. If I become aware this student withdraws completely, I will inform UNLV Financial Aid & Scholarships. I also certify that this student has enrolled in the courses listed above AND has made payment or arranged for payment.
Total Fees and/or tuition charges for the number of credits listed in Step One \$ _____
Enrollment Dates for course(s) listed in Step One: Start date _____ End date _____
Financial Aid Administrator Signature _____ Title _____
Financial Aid Administrator Print Name _____ Date _____
Telephone Number () _____

To be signed by a Financial Aid Administrator at UNLV, the Home Institution.

My signature verifies that this student has completed the consortium agreement correctly. UNLV, the home institution, will be responsible for awarding the student for all eligible assistance. Financial Aid & Scholarships agrees to evaluate awards and disburse money for this student. Financial Aid & Scholarships will monitor enrollment status for credits taken here and if the student withdraws completely, we may perform the refund/repayment calculation. The student must comply with the UNLV Satisfactory Academic Progress Policy.
UNLV Financial Aid Administrator Signature _____ Date _____
COA Cost Adjustment _____