



CONSORTIUM AGREEMENT

To be completed by the Host Institution

The Student is Required to Read the Checklist on Page 2.

As allowed in part 600.9, Institutional Eligibility, and part 690.9, Federal Pell Grant Program, Compilation of Federal Regulations, this letter serves as an agreement between Saint Martin's University (also known as the "Home Institution") and _____ (also known as the "Host Institution").

Saint Martin's University requires that students enroll in a minimum of half-time credits (6 credits for undergraduates and 3 credits for graduate students) at a Saint Martin's campus to be eligible for financial aid funding. This form must be received by mid-term of the term you are applying for additional aid.

Student Name: _____ SMU Student ID Number: _____

1.) Intended Enrollment

Course Name	Course Number	# of Credits	SMU Course Equivalent	SMU Course Number	SMU # of Credits

Period of Attendance

From: _____ to _____

Term: ☐ Fall Term ☐ Spring Term ☐ Summer Term

Enrollment Status: ☐ Full Time ☐ Half-Time ☐ Less than half-time

2.) Verification of Cost of Attendance

Please attach a student account statement showing the total charges billed to the student for the term indicated above.

Host Institution Certification

The Host Institution agrees not to award or disburse any financial aid to the student named above. The Host Institution also agrees to notify the Home Institution if the student withdraws from a class prior to its scheduled conclusion.

(Name, School Official)

(Title)

(Date)

(School's Street Address)

(City/State/Zip)

(E-mail)

(Signature, School Official)

(Phone)

(Fax)

Home Institution Certification

The Home Institution is responsible for processing, calculating and disbursing Federal Title IV and Institutional funds. The Home Institution will also be responsible to calculate return of Title IV funds based on current Federal Title IV regulations. The Home Institution is also expected to monitor Satisfactory Academic Progress.

Name: _____
(Academic Advisor)

Signature: _____

Date: _____

Name: _____
(SFS Counselor)

Signature: _____

Date: _____

Name: _____
(Registrar)

Signature: _____

Date: _____



Saint Martin's University

Student Consortium Checklist and Certification

Name: _____ SMU ID: _____

School(s) _____ and _____

Emergency Contact Name: _____ Contact Email: _____

Address: _____ City/State: _____ Zip: _____ Phone: _____

Available Financial aid:

- FAFSA filers are able to receive Federal and State aid, such as Pell or WA State Need Grant and Stafford Loans if **enrolled in at least half-time** at a **Saint Martin's University campus**. Institutional funds are not available because these courses are not affiliated with SMU.
- You may receive the Parent PLUS loan or Alternative loans for your study program. Availability of funds depends on cost of attendance and enrollment.
- If you have an outside scholarship, please provide a written approval from the donor confirming that you can utilize the scholarship for this program.

Required Documentation: If you are interested in studying at another college or university while receiving financial aid through SMU you will need to complete the following requirements:

- ✓ Fully complete, sign, and submit this form (Checklist and Certification) to Student Financial Services (SFS)
- ✓ Provide a completed Consortium Agreement to SFS
- ✓ A written statement or email from your Student Academic Services Counselor stating that the credits will transfer toward your SMU degree. Please have them include the course names, course numbers, and number of credits. Please make sure to complete all required documents.
- ✓ Request an Official Verification of Enrollment from the school you will be attending and submit it to the Registrar's Office.
 - Address: 5000 Abbey Way SE Lacey, WA 98503
 - Phone: 360-438-4356
 - Fax: 360-438-4514
 - Your aid cannot disburse until SMU receives the official verification of enrollment
- ✓ Check with your lender about verifying your enrollment in at-least half-time credits at the Consortium Host School to avoid using your grace period or entering repayment on your student loans, especially if you are on Consortium for more than 1 quarter/term.

Awarding and Disbursement Process: Within two weeks of receipt of the required documentation above, we will determine your eligibility and your financial aid award. Funds will disburse in the quarter/term you are attending the consortium school and follow SMU disbursement timelines. For summer quarter, funding will disburse after the July 1st. Once all of your funds have disbursed, we will credit your student account and refund any surplus created by the financial aid disbursement to you. The funds can then be used to pay for the school you will be attending. This often occurs after your program begins so you will need to plan accordingly if your program requires earlier payment. This form must be received by mid-term of the term you are applying for additional aid.

Satisfactory Academic Progress and Receiving Aid for Future Quarters: Federal regulations require SMU to have a financial aid satisfactory academic progress policy. This policy requires students to successfully complete (letter grade A, B, C, D, or P) at least 80 percent of all attempted credits each academic year and to maintain at least a 2.0 cumulative GPA after the second year of enrollment, and by the end of each subsequent quarter/term.

Student Certification: By signing this form, I certify that I understand the limitations of my financial aid; I understand any delays in providing this information may cause a delay or ineligibility to receive financial aid for this consortium. I understand that I am subject to institutional financial aid satisfactory progress requirements and failure to meet the requirements may result in suspension of my eligibility. **I understand that I must submit a copy of my transcript to the registrar upon completion of my consortium course(s), failure to do so may result in loss of financial aid eligibility for future courses.**

Student Signature: _____

Date: _____