

Office of Student Financial Aid

What is a consortium agreement?

A consortium agreement is a binding agreement between eligible institutions which enables you to receive aid from your home institution, Texas A&M International University (TAMIU), while visiting another institution (Host Institution). There are 3 sections to this form, all of which need to be completed in full before the request will be processed. Please use this helpful checklist to ensure your eligibility for this agreement. Completion and approval of this form will allow only hours to be counted towards financial aid eligibility; it does not guarantee additional funding.

Student Checklist:

- Complete Section I of the Consortium Agreement form.
- Contact your Academic Advisor to have Section II completed and to review the terms of the agreement. Along with you advisor, please make sure that you meet the following requirements:
 - o You are enrolled in a degree-granting program at Texas A&M International University during the consortium term.
 - o The courses you wish to take at another institution are not offered at Texas A&M International University during the consortium term.
 - o If you have already completed a consortium agreement in your current degree-granting program, the following applies:
 - You cannot use a consortium for more than 3 terms in one degree-granting program,
 - You must have successfully met the terms of your previous consortium agreements, including providing a transcript to Texas A&M International University. If you withdrew or dropped courses after the consortium was approved, you are disqualified from future consortiums.
- Contact your Host Institution's Financial Aid Office to make arrangements to have Section III completed.
- Return the completed form to the Office of Student Financial Aid at Texas A&M International University with a copy of the receipt from Host Institution of tuition and fees paid.
- Check with your Host Institution to find out when fees are due. If fees are due prior to the disbursement schedule at Texas A&M International University, make arrangements to pay by their deadline(s).
- Once you have completed the consortium term, please provide a final transcript from your Host Institution to Texas A&M International University's Office of Student Financial Aid.
- Send an official transcript to the Office of the Registrar at Texas A&M International University for reporting and recording of credits earned.
- Deadline to submit a complete consortium agreement is census date (12th class day).

Updated: March 2012

Office of Student Financial Aid

CONSORTIUM AGREEMENT

Between
and

Texas A&M International University (Home School) _____ (Host School)

Section I : To be completed by the student

Name:	Social Security Number: XXX-XX-_____
Home Address:	CWID at TAMIU:
City:	State: Zip:
Student Email Address:	Phone #:

Consortium Term: Fall _____ Spring _____ Summer _____

Students can only apply for one term per consortium agreement. Multiple terms will not be considered.

Do you plan to register at TAMIU during the consortium term? (check one) Yes or No

If Yes: How many hours do you plan to register for at Texas A&M International University? _____

If No: Submit written narrative and supporting documents explaining why you are not taking courses at TAMIU.

Statement of Authorization:

I agree to (please initial each):

- Submit this form to Texas A&M International University (TAMIU) with the host institution information by the 12th class day (during Summer by 4th class day) of the consortium term with a copy of the receipt from Host Institution of tuition and fees paid.
- Complete the hours indicated in Section III of this agreement form at the host institution and the hours listed above and notify TAMIU if the hours are changed or dropped.
- Comply with Texas A&M International University’s and the host institution’s policies regarding refunds, Satisfactory Academic Progress, and all eligibility requirements, this includes not receiving aid from more than one institution during the term.
- Pay fees according to payment deadlines for each institution. (NOTE: TAMIU will disburse aid according to our disbursement schedule. If fees are due at the host institution prior to the disbursement schedule at TAMIU, I will need to make arrangements to pay by that deadline.
- Provide a final academic transcript upon completion of the consortium term.
- Allow Texas A&M International University and my host institution to share information relating to my enrollment and financial aid eligibility as well as for my host institution to provide the academic transcript.
- Send an official transcript to the Office of the Registrar at TAMIU for reporting and recording of credits earned.

Student Signature:	Date:
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Section II: To be completed by student's TAMIU academic advisor or Dean's office

Please list below all courses the student plans to take at the **host institution** during the consortium term and their Texas A&M International University equivalents. (Please list additional coursework on a separate sheet, if necessary)

Course:	TAMIU Equivalent:
Course:	TAMIU Equivalent:

Please sign below verifying that the courses the student plans to complete during the consortium term will be accepted as part of the student's degree program at Texas A&M International University. **Your signature also confirms that the student is degree-seeking at Texas A&M International University and that the courses requested are not available at TAMIU during the same semester.** During the consortium term, if the courses are available at TAMIU, please attach a statement on letterhead explaining why you are approving the student to take the course(s) elsewhere.

Advisor Signature:	Date:
Printed Name of Advisor and Department:	Phone #:

Section III: To be completed by the Host School's Financial Aid Office (not TAMIU)

Enrollment Dates at Host School: _____ to _____
 Student's ID at Host Institution: _____
 Enrollment status while at Host School: _____ credit hours
 (circle one) ¼ time ½ time ¾ time full-time

Please list below all courses that the student plans to take at the host institution during the consortium term and the number of credit hours per course. (Please list additional coursework in a separate sheet, if necessary)

Course:	Credit Hours:
Course:	Credit Hours:

Total tuition/required fees at Host Institution for enrollment dates and courses listed above: \$ _____
 Room & Board Costs \$ _____

The Host institution agrees to:

- Confirm this student is in a transient/visiting status in an academic program that meets the Title IV student financial aid requirements.
- Not award any federal, state, institutional, or private aid during the time the student is enrolled at the host institution.
- Accept payment from the student and apply it to fees and disburse any credit balance to the student in accordance with the host institution's disbursement policies.
- Notify Texas A&M International University of the date student withdraws or drops any hours reported on this form.

Signature:	Date:
Printed Name/ Title:	Office Phone:
Email Address:	Office Fax: