



Genesee Community College Consortium Agreement Procedures 2017-2018

A consortium agreement is used when requesting financial aid to complete coursework at another college or university. Genesee Community College will process financial aid for its matriculated students who are also attempting coursework as a “visiting” student at another (host) college or university. It is the student’s responsibility to complete the following steps in order to have financial aid processed using a consortium agreement. Below are the steps to follow to initiate a consortium agreement:

1. Verify with your host institution if they participate in consortium agreements, and if they will defer payment of your bill until **you receive your financial aid**. Not all colleges and universities participate.
2. Obtain written approval from your academic advisor to take the coursework at another school. The approval must indicate that the coursework will be accepted back at Genesee Community College for transfer credit toward your degree requirements. **Coursework which will not be used for your current Genesee Community College degree requirements may not be included.** Course approvals must be submitted to the Genesee Community College Financial Aid Office along with the completed consortium.
3. Students must complete Part I, and submit the consortium agreement to the financial aid office at the host institution to complete Part II.
4. After Part II has been completed by the host institution, the agreement needs to be returned directly to: **Financial Aid Office, Genesee Community College, One College Road, Batavia, NY 14020**, or via fax at **(585) 343-6726**.
5. Students must file the Free Application for Federal Student Aid (FAFSA) and submit any additional documentation required by the financial aid office at Genesee Community College
6. Students who are New York State residents, and will be enrolled full-time with a combined total of at least 12 credit hours, should apply for New York State Tuition Assistance (TAP). Traditional part-time students may contact the Genesee Community College Financial Aid Office for information on the Aid for Part-Time Study grant program.
7. Students must provide proof of course completion to Genesee Community College at the end of the course(s).
8. Students who withdraw from classes may lose financial aid eligibility. It is the student’s responsibility to check with the Genesee Community College Financial Aid Office to determine if there will be any impact on eligibility.
9. A consortium agreement may be processed for only one semester. Therefore, students who need an additional agreement processed will be responsible for obtaining a new consortium agreement for each semester.

*Students should allow **approximately two weeks** for processing a consortium agreement once all required documentation has been submitted to the Financial Aid Office at Genesee Community College.*

Consortium Agreement



Part I (student)

As allowed by regulation this Consortium Agreement is entered into between

Genesee Community College and

(Name of host institution)

Host Institution Address: _____

For the purposes of providing financial assistance to the following student:

1. Student Name: _____ 2. SSN: _____

3. Student Home Address: _____

4. Date of Visiting Enrollment: **From** ____/____/____ **To** ____/____/____

I have attached a copy of my academic course approval to this agreement. **I agree to pay my host institution any monies owed.** I understand that my financial aid may not totally pay my bills at both colleges and that I may be responsible for payment of unpaid balances.

Student Signature: _____ Date: _____

Please note: if you wish to send excess funds to your host institution, you must notify the Business Office in writing, otherwise excess aid will be refunded directly to you (the student), and you will be responsible for paying the host institution out-of-pocket.

Part II (host institution)

5. Pell Grant Cost of Attendance for academic year 20____ - 20____ \$_____

6. Institution budget for campus-based aid for period enrollment \$_____

7. Course(s) registered for:

Course Number	Course Name	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Term the student is registered for (check one) _____ Summer _____ Fall _____ Spring

9. Length of term for visiting enrollment _____ weeks

10. Your charge per credit hour \$_____

11. Will your institution certify a TAP award for this student _____ Yes _____ No

12. Will your institution allow this student to defer his/her bill against anticipated financial aid? _____ Yes _____ No

Please note: Genesee Community College must receive written approval from the student to send any excess funds to the host institution.

13. Student's bill at host institution \$_____

In the event there is not enough financial aid to cover the bill, the student will be responsible for payment of any unpaid balance.

Certification



- The host institution certifies that the aforementioned student is enrolled for the term listed in item 8.
- The host institution agrees that it will not pay the student a Pell Grant and/or any campus-based funds and that it will not certify a Stafford Loan during the period of enrollment listed in Item 8.
- Genesee Community College agrees to accept the credits earned at the host institution.
- Genesee Community College agrees to make payment to the student of all financial aid programs for which he/she has been determined eligible for a period of enrollment listed in Item 8.
- Genesee Community College agrees to monitor the student's pursuit of program requirements and satisfactory academic progress.
- Genesee Community College also agrees to report enrollment history, including courses taken at the host institution, to NSLDS.

Genesee Community College (signature)

Host Institution (signature)

Title

Date

Title

Date

Host Institution is to return completed consortium agreement. A copy will be returned to the Host Institution after it has been processed by Genesee Community College.

If you need assistance completing this form contact:
 Genesee Community College
 Financial Aid Office
 One College Road, Batavia, NY 14020
 Fax: (585) 343-6726 Email: financialaid@genesee.edu

Genesee Community College Use Only

Financial Aid Worksheet:

SUB Stafford Loan	\$	Other	\$	<input type="checkbox"/> Coded RRAAREQ
UNSUB Stafford Loan	\$	_____	\$	<input type="checkbox"/> Coded SOAHOLD
PLUS Loan	\$	_____	\$	<input type="checkbox"/> Coded ROAENRL
SEOG	\$	_____	\$	

Completed by: _____
 GCC Financial Aid Advisor

Date: _____

Full-time _____ Part-Time _____ NSLDS Enrollment _____

Total number of credit hours: _____ TAP tuition charge \$ _____