Financial Aid Consortium Agreement Guidelines and Checklist

A consortium agreement is a written contract between two eligible institutions enabling students to take coursework at two different institutions at the same time for the purpose of completing a degree. Under this agreement, Mary Baldwin University will act as the home institution (the institution awarding your degree and administering your financial aid). The visiting school is referred to as the host institution (responsible for certifying the student’s enrollment and the costs for tuition and fees).

GUIDELINES FOR MBU STUDENTS INTERESTED IN PARTICIPATING IN A CONSORTIUM AGREEMENT:

- Students must be degree seeking at the home institution.
- The student is responsible for meeting with their Academic Advisor for approval of transfer of those credits to the student’s degree program before enrolling at the host institution.
- Each class taken at the host institution must be considered a requirement of the degree that the student is seeking at Mary Baldwin University.
- Full-time status between both schools does NOT enable you to be eligible for the Virginia Tuition Assistance Grant (VTAG).
- Students are responsible for having the host institution complete the Consortium Agreement Application and submitting the completed form to the Office of Financial Aid (OFA).
- Students must submit a copy of their host institution course registration (class schedule) to the OFA.
- Students are advised to make financial arrangements with the host institution by the appropriate deadline for bill payment at that institution because arrangements for a consortium agreement may take several weeks.
- Consortium agreements are not applications for “extra” financial aid. Consortium agreements merely allow a student to get the same amount of financial aid he or she would normally receive for registering for all of his or her classes at MBU. Furthermore, MBU does not automatically send funds to the host institution on behalf of the student. Financial aid is only applied to a student’s bill at MBU in accordance with the aid disbursement schedule. If a credit balance is created by financial aid funds, then a refund is processed and released to the student after the drop/add at both institutions and enrollment status at both institutions has been verified. It is the responsibility of the student to use any refund to pay his or her bill at the host institution.
- Consortium agreements expire at the end of each semester. Therefore, students seeking to participate in a consortium agreement for more than one semester must re-apply with a new Consortium Agreement each semester.
- Students are responsible for immediately notifying the OFA of any change in enrollment.
- At the conclusion of the consortium semester, students must submit a final grade transcript to the OFA at MBU to determine if the student meets Satisfactory Academic Progress. Failure to provide the transcript will prohibit any future aid from being processed for subsequent semesters.

STUDENT CHECKLIST:

- Meet with an Academic Advisor for prior approval to enroll in courses at another institution and transfer those credits into your MBU degree program.
- Complete student section of the Consortium Agreement Application and submit to host institution for completion. Submit completed form back to OFA.
- Submit a copy of your host institution course registration (class schedule) to the OFA.
- Be prepared to pay your bill at the host institution out-of-pocket by the host’s payment deadline. The OFA cannot submit payment on your behalf.
- Notify the OFA of any changes in enrollment at the host institution.
- Submit final grade transcript to OFA upon completion of courses at host institution.

Email: finaid@marybaldwin.edu . Fax: 540-887-7229 . Phone: 540-887-7022
2019-20 Consortium Agreement Application

STUDENT SECTION:

Last Name __________________________ First Name __________________________ MBU ID # _______ Email address __________________________

Indicate the semester that you are seeking a consortium agreement for: __________________________

Name of Host Institution __________________________ Student ID at host __________________________ Host Institution’s enrollment period date __________________________

*No. of credit hours at HOST institution __________________________ No. of credit hours at MBU __________________________

* You must submit a copy of your host institution’s class registration (class schedule) to the OFA.

My signature below verifies that the above information is correct and the coursework I am enrolled in at the host institution will transfer to my degree at Mary Baldwin University. I understand that any change in enrollment or failure to successfully transfer my credits to my degree program at my home school may result in a reduction or cancelation of my financial aid for the consortium term and/or future semesters. I have reviewed and understand the Satisfactory Academic Progress (SAP) policy on the Mary Baldwin University Office of Financial Aid website and the Financial Aid Consortium Agreement Guidelines and Checklist. Furthermore, my signature indicates my permission for the host institution to provide enrollment information and permission to release my grades, verbally or written, to the Mary Baldwin University Office of Financial Aid.

STUDENT SIGNATURE __________________________ DATE __________________________

TO BE COMPLETED BY CONSORTIUM (“HOST”) INSTITUTION:

Student’s no. of credit hours enrolled __________________________ To __________________________

Enrollment dates at host institution __________________________

Student’s Cost of Attendance for enrollment period stated above:

Tuition & Fees: $ _______ Books & Supplies $ _______ Room & Board $ _______ Total Costs: $ _______

Host School Institutional Aid (if applicable) $ _______

(1) Mary Baldwin University, as the Home Institution, agrees to provide payment(s) to above-mentioned student, if eligible, under the Federal Pell Grant, Federal campus-based programs, and/or Federal Stafford and PLUS Programs as appropriate for term(s) specified above.

(2) The Host institution agrees NOT to provide payments from any Federal Title IV programs for the term specified.

(3) The student has begun attending these classes.

Official Signature for Host Institution __________________________ Date __________________________

Printed Name and Title __________________________ Email Address __________________________ Phone Number __________________________

THIS MUST BE RETURNED TO THE OFFICE OF FINANCIAL AID AT MARY BALDWIN UNIVERSITY

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