

## Consortium Agreement - Description and Form

**This information has recently changed, so please read it carefully.**

A consortium agreement is requested when a student is pursuing a degree, diploma, or certificate at one college and is also taking courses toward that degree, diploma, or certificate at another college. The agreement must be completed each term that a student is taking courses at more than one college. One college is the "Home" institution while the other is the "Host" institution.

The "Home" institution is the college from which the student will receive the degree, diploma, or certificate. **This institution is the college that will award financial aid.**

The "Host" institution is the other college where the student is enrolled. Normally the student is not pursuing a degree, diploma, or certificate at the other college. With guidance from the student's advisor, the student has decided to register at another college for some of the required courses.

### ***When Lake Superior College is the Home institution, the student should:***

- Print the Financial Aid Consortium Agreement.
- Complete the student section of the form.
- Have the financial aid staff at the Host institution complete their portion of the form.
- Discuss with the Host school what payment arrangements must be made.
- Attach a copy of the official registration and a billing statement for the term from the Host institution. (This step is not required if the Host institution is another MnSCU school.)
- Return the completed consortium agreement to the Financial Aid office at LSC.

**NOTE:** The completed Financial Aid Consortium Agreement must be returned to the LSC Financial Aid office before the end of the drop-add period for the term. Forms turned in after the end of the drop/add period will not be processed.

### **What Happens Next?**

If the registered credits at the Host institution are required for the student's Lake Superior College program, the credits will be added to the registered credits at LSC for the term. Financial aid at LSC will be based on the combined number of credits at both institutions for the term. If the classes are not on the LSC Program Planner (or have not been approved as accepted substitutes), the agreement will not be processed.

**NOTE:** If you are not attending a MnSCU Host college, you must provide an official grade transcript from the Host institution at the end of the term. These courses are considered for satisfactory academic progress. The transcript must be sent to the attention of Pat Hendry as it is treated differently than transfer courses. Financial aid for the following term will be placed on hold until the transcript is received.

### ***When Lake Superior College is the Host institution, the student should:***

- Contact the Home institution for a copy of their financial aid consortium agreement.
- Follow the college's instructions regarding completion and return of the form.
- ***Make payment or set up a payment plan with the Lake Superior College Business Services office for your LSC class(es).***

***Payment for LSC courses must be made or a payment plan must be in place prior to the "drop for non-payment" dates or the student will be dropped from all LSC classes.***

Purchasing books for LSC courses is the responsibility of the student. They may not be charged against financial aid awarded at the Home institution.

# Financial Aid Consortium Agreement

between Lake Superior College, the Home Institution, and

\_\_\_\_\_, the Host Institution

## Student Section

Student Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Term and Year for the Financial Aid Consortium Agreement \_\_\_\_\_

For financial aid purposes, I hereby request that credits taken at both schools for the term specified be used to determine my total credit status at Lake Superior College.

I agree to:

- Provide Lake Superior College with official grade transcripts from the Host Institution for the term indicated.
- Make satisfactory arrangements to pay tuition/fees at the host institution at the time of registration.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Host Institution

This student is registered for the course(s) indicated below. (Please attach a copy of the student's official registration and fee statement to this agreement if your college is not part of the MnSCU system.)

Course #	Course Title	Credits	Sem/Qtr	Term Dates

Actual tuition and fees for the above course(s): Tuition \$ \_\_\_\_\_ Fees \$ \_\_\_\_\_

Are all fees "eligible fees" based on MOHE's definition? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If no, please list the dollar amount of "eligible" fees): \_\_\_\_\_ eligible fees \$ \_\_\_\_\_

\_\_\_\_\_  
Consortium Agreement Official's Signature

\_\_\_\_\_  
Date

Note: End-of-term official grade transcript should be sent directly to the attention of: Pat Hendry

## Home Institution (Lake Superior College)

The credits listed above are accepted as registered credits for the term listed, are required for the student's LSC program of study, and have been entered into the ISRS system. These credits are included when determining satisfactory academic progress.

\_\_\_\_\_  
Consortium Agreement Official's Signature

\_\_\_\_\_  
Date

Please return this completed form, along with an official copy of your registration & billing statement, to:

Financial Aid Office  
Lake Superior College  
2101 Trinity Road  
Duluth MN 55811

*Remember, this form must be turned in to Lake Superior College before the end of the drop/add period for the term.*