



## 2008-2009 CONSORTIUM AGREEMENT INFORMATION

University students may enroll at another university or college in the United States (the "host institution") and receive their financial aid from Nevada (the "home institution") by executing this Consortium Agreement. The Consortium Agreement form will be available after July 1 for the next academic year.

To be considered, you must meet the following criteria:

1. Be a degree-seeking student at this University;
2. Demonstrate eligibility for financial aid; and
3. Confirm with the Office of Admissions and Records that the proposed coursework is acceptable for transfer credit and count toward your degree.

If you meet all of these criteria, follow the steps listed below:

### STEP 1- Complete the Consortium Agreement Form

- Read and sign section A of the Consortium Agreement form.
- Collect the required signatures for sections B and C.
- Register for the courses at the host institution.
- Have the host institution complete section D.
- Mail, fax, or hand-carry the completed Consortium Agreement, proof of enrollment, and required payment to the Office of Student Financial Aid and Scholarship Services.

### STEP 2- Processing the Request

- Our office will process and review of the Consortium Agreement with all the attached documents. Please allow 7 – 10 working days. Financial aid will be available after the agreement is processed and mailed to the host institution for disbursement.  
*Note: Funds can be disbursed no earlier than 10 days prior to the first day of our semester.*

### STEP 3- Your Responsibilities

- Maintain satisfactory academic progress, as defined by the University.
- After each term covered by this agreement, request an official academic transcript be sent to our Office of Admissions and Records to post the coursework. For agreements covering the academic year, this must be done before the spring aid will be disbursed to the host institution.
- After you confirm that your transcript has been received and evaluated, notify the Office of Student Financial Aid and Scholarship Services in writing to initiate review of the transfer work.
- After each term covered by this agreement, your financial aid history will be reviewed using the National Student Loan Data System (NSLDS) to prevent over-awarding of funds.





**SECTION D: To be completed by a financial aid administrator at the host institution.**

Please complete this student budget expense information:

Tuition and Fees	Room and Board	Books and Supplies	Other Mandatory Costs

Host Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

I certify that this student will not receive financial aid while enrolled at our institution. If I became aware that the student is receiving scholarship money or other resources, I will notify the Office of Student Financial Aid and Scholarships at the University of Nevada, Reno.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**SECTION E: To be completed by a financial aid administrator at Nevada, the home institution.**

My signature verifies that this student has completed this agreement correctly. The home institution will be responsible for the awarding of Pell Grant, campus-based aid, state aid, Stafford and PLUS loans to the student. We agree to disburse all financial aid to the student, monitor satisfactory progress, and calculate any refund/repayment.

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Sandra Guidry, Interim Director (sguidry@unr.nevada.edu)

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Date

Office Use Only:  SSN: _____
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