

## Financial Aid Consortium Agreement Application

This Federal financial aid consortium agreement enables Excelsior College enrolled, degree-seeking students to participate in financial aid programs while concurrently attending Excelsior College (Home Institution) and another accredited higher education institution (Host Institution).

### Submission Deadlines

Fall: August 15 for Excelsior College Fall Trimester

Spring: December 15 for Excelsior College Spring Trimester

Summer: April 15 for Excelsior College Summer Trimester

### Student Required Actions:

- Obtain course approval from your Excelsior College academic advisor for the courses you are taking at Excelsior College and the host institution for the academic term to which the consortium agreement applies prior to registering. All credits must be applicable and counted toward your Excelsior College degree.
- Complete Section 1 – Student Information (page three of this document) and forward the agreement to the Host institution; we advise that you make a copy of the agreement at each stage to avoid redoing the document if it is lost.
- The Host institution completes their portions of Sections 2 and 4.
- Submit the agreement to the Excelsior College Office of Financial Aid via your My Excelsior Financial Aid Online System. Attach a copy of your course registration/schedule and tuition bill from the host institution. If you downloaded this consortium agreement application from the Excelsior College Office of Financial Aid webpage, you will have to notify the Office of Financial Aid before you can upload the consortium application via MyExcelsior.
- Enroll in at least one, approved, three-credit course at Excelsior College for the term listed and at least one approved host institution course.
- Once the completed agreement is received and reviewed by the Office of Financial Aid, we will determine your financial aid eligibility for the consortium period of enrollment.
- Notify the Excelsior College Office of Financial Aid if you drop or withdraw from any course at the host institution.
- Submit an official academic transcript from the host institution to the Excelsior College Registrar's Office at the end of the term for which the consortium agreement was granted. **Failure to submit final grades to the Excelsior College Office of Financial Aid promptly will result in a hold on future financial aid disbursements.**

**Important Points:**

- You must pay the host institution. Excelsior College will not provide early release of financial aid or send payment to the host institution. All aid funds are disbursed first to your Excelsior student account and applied to any balance for that enrollment period. Any credit balance refund will be remitted to you and it is your responsibility to pay the host institution any monies due.
- Federal Student Aid is only available for host institution courses that are applicable to your Excelsior College degree.
- You can receive Federal Financial Aid only from Excelsior College (not from the host institution) for the term to which the consortium agreement applies. All financial aid records for the period will be maintained at Excelsior College.
- You must maintain Satisfactory Academic Progress (SAP) as outlined in the Excelsior College Student Handbook.
- Submit final grades from host institution courses to the Excelsior College Office of Financial Aid.

**To Upload completed form through My Excelsior Financial Aid Online System:**

- If you downloaded this consortium agreement application from the Excelsior College Office of Financial Aid webpage, instead of your Online Financial Aid System, you will have to notify the Office of Financial Aid before you can upload the consortium application in MyExcelsior
- Go to [Excelsior.edu](http://Excelsior.edu) and select the MyExcelsior Sign In link in the top right corner.
- Click on Dashboard
- Scroll down to Financial Aid and Bill Payment
- Click on Financial Aid Online System
- Click on the drop-down Menu
- Click on Documents & Messages
- Under Your Documents, click on the Upload it now! link to attach your form for upload

## Excelsior College Institutional Consortium Agreement

Pursuant to regulations set forth by the Higher Education Act of 1965, as amended, this Consortium Agreement is executed between Excelsior College (the home institution) and \_\_\_\_\_ (the host institution) to enable the following Excelsior College student to take courses at the host institution which directly apply to the pursuit of a degree program at Excelsior College and to provide Federal Title IV financial assistance, based on eligibility, toward the combined home and host costs of attendance for the designated enrollment period:

### Section 1. - Student Information (completed by the student)

1. Student Name: \_\_\_\_\_
2. Excelsior ID # \_\_\_\_\_
3. Host institution ID # \_\_\_\_\_
4. Home Address: \_\_\_\_\_  
\_\_\_\_\_
5. Academic Year: \_\_\_\_\_
6. Dates of Enrollment: \_\_\_\_\_

### Section 2. - Cost of Attendance and Enrollment (completed by Excelsior and Host)

7. Student is registered for \_\_\_\_ credits at Excelsior College for the \_\_\_\_\_ term (completed by Home institution).

8. Student is registered for the following courses at the Host Institution:

Course title: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Course title: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Course title: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Course title: \_\_\_\_\_ Number of credits: \_\_\_\_\_

9. Length of Period of Enrollment at Host Institution: \_\_\_\_\_ weeks

10. Actual Dates of Enrollment for Host Institution courses: \_\_\_\_\_

11. Host Academic Term (Summer, Fall, Spring): \_\_\_\_\_

#### 12. Cost of Attendance

	Home	Host
Tuition	\$	\$
Fees	\$	\$
Room & Board	\$	\$
Books & Supplies	\$	\$
Transportation	\$	\$
Miscellaneous	\$	\$

**Section 3. – Estimated Financial Aid** (completed by Excelsior)

Federal Direct Loan	\$
Federal Pell Grant	\$
Campus-Based Aid	\$
Other	\$

**Section 4. – Certification** (signed by Excelsior and Host)

The Host Institution:

- Certifies that it is a Title IV eligible institution.
- Certifies that the above-referenced student is enrolled for the stated period of attendance.
- Will inform the Excelsior College Office of Financial Aid if the student withdraws before the end of the stated period of attendance and provide amended cost of attendance figures so Excelsior College can perform any necessary recalculation of the student's financial aid.
- Will not pay the student a Federal Pell Grant or any campus-based funds and will not certify a Federal Direct Loan or award any other Title IV aid or host institution financial assistance to the student during the stated period of attendance.
- Will bill the student directly

Excelsior College:

- Confirms that Excelsior College is a Title IV eligible institution.
- Agrees to accept the credits earned at the Host Institution and apply them toward the student's Excelsior College degree.
- Agrees to monitor the student's program pursuit and satisfactory academic progress, to be responsible for disbursing funds to the student and for administering the appropriate refund policy, including the recalculation of any Title IV aid if the student should withdraw.
- Will provide the student with a refund, when available.

**Excelsior College**  
(Home Institution)

\_\_\_\_\_  
Host Institution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please return the completed agreement to the student who will submit it to the  
Excelsior College Office of Financial Aid**