

**Financial Aid Consortium Agreement Student 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, Title IV eligible higher education institution (Host Institution).

Submission Deadline

This Consortium Agreement Student Application should be uploaded to the Office of Financial Aid via your My Excelsior Online Financial Aid System by the final day of late registration for your earliest scheduled Excelsior course in the trimester for which you are applying for consortium.

**To Be Completed by the Student**

Student Name: \_\_\_\_\_ Excelsior ID number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

1. I will be enrolled for courses at the following host institution (please list institution name, mailing address and email address of the Financial Aid Office at the host institution):

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2. Which academic term is this agreement for? \_\_\_\_\_

3. What is your planned enrollment in regular credit hour courses for the term in question? Home and host courses must be pre-approved by your Excelsior College academic advisor.

Institution	Course Prefix	Course Title	Credit Hours
At Excelsior College Home Institution			
At Host Institution			

#### 4. 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 this consortium agreement student application and submit it to the Excelsior College Office of Financial Aid by the noted deadline via your My Excelsior Online Financial Aid System. Attach a copy of your course registration/schedule and tuition bill from the host institution.
- Enroll in at least one, approved, three-credit course at Excelsior College for the term listed and at least one approved host institution course.
- Notify the Excelsior College Office of Financial Aid if you drop or withdraw from any course.
- 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 promptly will result in a hold on future financial aid disbursements.**

5. **TERMS OF AGREEMENT.** Federal Title IV funds are calculated and disbursed by Excelsior College, the home institution, provided the student has read and understands these terms:

- **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.
- For Federal Student Aid consideration, **you must have a combined minimum enrollment of six credit hours. A minimum of one 3-credit course must be taken at Excelsior College** for the term listed.
- 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.

**Please sign and acknowledge that you understand the Terms of Agreement:**

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

**\*\*Upon receipt of this student application, the Excelsior College Office of Financial Aid will forward a consortium agreement to the host institution noted above.**

**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 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