



University Financial Aid & Scholarship Services  
 MSC 5100  
 New Mexico State University  
 P.O. Box 30001  
 Las Cruces, NM 88003-8001  
 financialaid@nmsu.edu

## Consortium Agreement for the Administration of Financial Aid Between

Host Institution	New Mexico State University
Title IV School Code	

The Host Institution (named above) and NMSU, by signature of authorized officials, hereby agree that upon enrollment of the student named in this Agreement, for the session and hours recorded, NMSU shall serve as the Home Institution. As the Home Institution, NMSU shall administer all financial aid for this student during his/her period of enrollment as a degree or certificate-seeking student with NMSU. It is further agreed that completion of this agreement precludes awarding of financial aid for this student by the Host Institution during this period.

NMSU will determine enrollment status and cost of attendance based on actual tuition charges for concurrent enrollment with both institutions. If the student withdraws and/or receives a refund from the Host Institution after this Agreement has been signed by the Host Institution, NMSU must be notified immediately. All recipients must maintain satisfactory academic progress for financial aid in accordance with NMSU policy.

Name of Student	Address, City, State, Zip	Contact #	Aggie ID Number

Enrollment Period at NMSU			
Term	Beginning Date (Month-Day-Year)	Ending Date (Month-Day-Year)	Numbers of Hours

Enrollment Period at Host Institution				
Term	Beginning Date (Month-Day-Year)	Ending Date (Month-Day-Year)	No. of Weeks of Instruction Time	No. of Hours

	Course No.	Course Title.	Sem. Hours	Qtr. Hours	Total Tuition
1.					\$
2.					\$

**Academic Department Certification:**

This is to certify that the student named above is an  undergraduate  graduate student in good standing. He/she has our permission to take the following courses, which are required as part of his/her degree program, at the Host (visited) Institution during the enrollment period indicated below, and transfer them back to this institution upon completion, to be applied toward his/her degree program.

I have reviewed the course(s) that are part of this agreement. The following course(s) will be accepted for transfer and are applicable to the student's degree program:

Academic Advisors Signature and/or	Printed Name
Academic Department/Dept. Head	Phone No. / Email Address

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Signature <input type="checkbox"/> Dean <input type="checkbox"/> Dept. Head	Name (Typed or Printed)	Date
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**Student:**

I understand that if this enrollment is approved by NMSU, I hereby authorize the release of data concerning my enrollment to agencies and individuals responsible for the payment of Financial Aid and to those responsible for maintenance of my academic record. I agree to request an official transcript to be sent directly to NMSU listing the grade(s) for the course(s) above in order to be given credit toward my degree program. Further, I understand that I am responsible for all costs incurred for this enrollment. If eligible to receive a Pell Grant, the disbursement will be credited to my NMSU student account.

Student Signature	Date	Director, University Financial Aid	Date

**To be completed by the Host Institution:**

I, as Registrar, certify that the student is enrolled in the course(s) listed above as evidenced by the attached copy of a registration invoice.

_____	_____
School	Registrar/Signature of Host Institution's Official
_____	_____
School Phone Number	Name (Print)

**To be completed by the Host Institution:**

I, as Financial Aid Administrator, certify that the student is not receiving financial assistance for the course(s) listed above.

_____	_____
School	Financial Aid Administrator at Host Institution
_____	_____
School Phone Number	Name (Print)
_____	_____
Title	Date

For Financial Aid during the \_\_\_\_\_ semester

**Due Date:** \_\_\_\_\_

### I. Requirements

Enrollments by consortium agreement with other institutions for purposes of financial aid will only be approved when: The student is degree seeking from NMSU and will be concurrently enrolled at NMSU with a minimum of six hours at NMSU while attending the host institution.

The student must have a completed financial aid file for the academic year at NMSU that pertains to the term in which the consortium agreement is made. The student is responsible for obtaining all required signatures.

The student must turn in a copy of the class schedule along with a receipt for the classes taken at the host institution. The student is responsible for having an Academic Transcript sent from the host institution within 30 days of the last day of attendance at the host institution.

### II. Regulations

In order for NMSU to fulfill the Satisfactory Academic Progress reporting requirements of the U.S Department of Education the host institution will be responsible for forwarding to NMSU, the final grades for this agreement within 10 working days of the last day of attendance in the consortium courses.

The host institution agrees to notify NMSU if the student drops or withdraws from any course(s) during the enrollment period. Failure to complete classes at the host institution will make the student ineligible for future consortium agreements.

The host institution and NMSU, by signature of authorized officials on this document, hereby agree that upon enrollment in six hours the student named in this agreement, for the term and hours recorded, NMSU shall serve as the home institution and shall administer all financial aid for this student during his/her period of enrollment as a degree seeking student with NMSU. It is further agreed that completion of this agreement precludes awarding financial aid of this student by the host institution during this period.

NMSU will determine enrollment status: cost of attendance is based on actual tuition charged for concurrent enrollment at each institution. There is no refund if withdrawal takes place after the add/drop period. All recipients must maintain satisfactory academic progress for financial aid under the policy of the home institution.

**Receiving financial aid funds from two institutions for the same period of enrollment is illegal.**

### III. Instructions

- 1) Make an appointment with your financial aid advisor to discuss the eligibility requirements and conditions you must meet for the consortium.
- 2) Decide what classes you are planning to take at your host institution: write the specific class and the specific course number in the space provided.
- 3) Read and follow the directions on each section of the Consortium Agreement, making sure to obtain the proper signatures. Make sure each section is completed.
- 4) Once you have registered for your classes at NMSU and you have signatures/approval, return the Consortium Agreement to your financial aid advisor.

> To be eligible for student loans and/or work-study you must be enrolled for 6 credit hours at your home school.

> It is required that you designate as your home school the school from which you expect to receive your highest degree or certificate.

> Deferments: NMSU issues deferments for NMSU classes only, not for classes taken at another school; therefore, you must pay the host school's tuition with your own monies.

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

\_\_\_\_\_  
Date