Connecticut Community College System Consortium Agreement Request

Step 1: To be completed by the student (if this form is not completed in its entirety, it will be returned to you.)

**Home School:** Northwestern CT Community College  
(Institution granting student's degree or certificate)  
Address: Financial Aid Office, Park Place East  
Winsted, CT 06098  
City, State, Zip

**Host School:**  
(Institution student is visiting to take courses)  
Address: __________________________________________________________

The schools above are herein entering into a Consortium Agreement for **(print legibly, please):**

Legal Name: _______________________________________________________

Student ID: @ _________________________________________________________

Phone: (__________________________)  
Email: ___________________________________________________________

**Special instructions to the student:**

The student must:
- Be enrolled in an eligible degree or certificate program; must have been approved for financial aid and be making satisfactory academic progress at your Home School during the semester you are applying for this agreement.
- Take only a course(s) at the Host School that is (are) required for the completion of your certificate or degree program at your Home School. Courses must be approved by your Home School Advisor.
- Submit a grade transcript from the Host School to your Home School Registrar's Office upon completion.
- You are responsible for purchasing any books associated with courses covered by this agreement. Books are not covered by financial aid under this agreement.
- Be aware that financial aid is awarded and disbursed by your Home School only.
- Please be advised that the Host School may require payment of tuition and/or fees from you at the time of registration regardless of your financial aid status. **If this request is submitted late, you must pay the Host School.**
- The Home School will make every effort to transfer the funds directly to the Host School. However, if the Host School does not bill, or bills late, the Home School will disburse the award directly to the student, and the student will be responsible for paying the Host School directly. **If the eventual aid award is insufficient to cover all costs, the student will be responsible for all remaining expenses due to the Home and/or Host School.**

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<tr>
<th>Student Signature:</th>
<th>Date:</th>
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<tr>
<th>Semester/Year (select one)</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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**Course(s) student will be enrolled in at HOME SCHOOL:**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course #</th>
<th># of Credits</th>
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**Course(s) student will be enrolled in at HOST SCHOOL:** Upon certification below, no course changes may be made.

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<thead>
<tr>
<th>Course Title</th>
<th>Course #</th>
<th># of Credits</th>
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I certify that the course(s) listed above are required to fulfill degree/certificate requirements at the Home School.  
Authorized Signature of HOME School Official: [Student Development Counselor or Academic Advisor]

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<th>Signature</th>
<th>Print Name &amp; Telephone</th>
<th>Date</th>
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Step 2: To be completed by the Home School Financial Aid Office

Statement of Purpose
The Consortium Agreement will allow the Home School to disburse financial aid based on the student’s combined enrollment at both institutions. The Home School is responsible for determining financial aid eligibility, awards, disbursing aid, returns, monitoring Satisfactory Academic Progress and reporting requirements for institutional, state, and federal aid. The Home School will seek to verify enrollment at the Host School during the period of enrollment, and will also seek final grades for the student at the conclusion of the period of enrollment.

The Home School will process financial aid according to the method below:

After Home School charges are paid, the Home School will transfer remaining financial aid funds to the Host School for the direct charges itemized by the Host School. The student shall be responsible for paying any difference in tuition and fee charges. The student is responsible for the purchase of their books at the Host School.

Estimated Financial Aid Funds to be transferred by Home School: $ __________________

Estimated Out-of-Pocket Book/Supply Costs to the Student: $ __________________

Step 3: To be completed by the Host School Financial Aid Office (or attach Registration Form):

Period of Enrollment and Registered Courses:

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<th>Semester/Year (select one)</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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Courses for which the student is registered:

<table>
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<tr>
<th>Course Title</th>
<th>Method of Class Delivery (In Person or Online)</th>
<th>Course #</th>
<th># of Credits</th>
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Cost for Total Credits:  

Tuition: $ __________________

Fees: $ __________________

Total: $ __________________

NOTE: The Host School will notify the Home School if the Student withdraws from any of the above courses at any time during the enrollment period.

Home School

Host School

Authorized Official: ___________________________ Date: ___________________________

Date Rec’d Date Sent Email to Student Date Returned
_________________________________________  ____________________________________________  ____________________________________________  ____________________________________________

Date continued course registration confirmed w/Host School #credits:

Date CA Entered in ROAENRL By: (Initials)

Rev. 02/2012