

CONSORTIUM AGREEMENT

This consortium agreement is entered into between CUNY Hunter College (home institution) and _____ (host institution) for the purpose of providing federal, and, if applicable, state financial assistance to the student listed below. The completed document must be on file with all concerned parties before any financial aid funds will be disbursed for the period of enrollment specified in the agreement.

Consortium Period: Summer 20____ Fall 20____ Winter 20____ Spring 20____ (Consortium Agreement is for **one** term only. Please complete a new consortium agreement for each additional term.)

Part 1: To be completed by Student

Last Name	First Name	EMPLID
Street Address	City	State
(____) _____	Zip Code	
Phone Number	MyHunter Email	

I certify that I am a matriculated student at CUNY Hunter College (home institution). I acknowledge that the course(s) I plan to take at the host institution can be used toward the completion of my degree at the home institution as certified by my home institution academic official.

I am requesting that the home institution award and disburse financial aid based on my enrollment at the host institution.

I affirm that I have completed the necessary financial aid applications and will adhere to all financial aid processing requirements and deadlines as established by the home institution.

I understand that I am responsible for paying tuition, fees and other expenses as charged by the home/host institution and that I could be responsible for repaying some or all of the financial aid disbursed to me if I fail to begin attendance or withdraw from courses.

I understand that the disbursement of funds from CUNY may occur after the host institution’s payment deadlines. It is my responsibility to adhere to the deadlines and policies of the host institution, regardless of CUNY disbursement dates.

I agree to inform the home school’s financial aid office if I fail to begin attendance in the courses approved under this consortium agreement. I further agree to notify the home and host institutions immediately of any change in enrollment status including withdrawing from all classes or substitution of approved courses.

I acknowledge that I am responsible for arranging that an official transcript of coursework taken at the host institution be sent to my home institution as soon as possible at the completion of the consortium period. Failure to arrange for an official transcript in a timely manner may result in a hold placed on my student account

Will you be attending classes at both the home institution (CUNY Hunter College) and the host institution for the period of enrollment covered by this agreement?

____ YES ____ NO

Student’s Signature: _____

Date: _____

Part 2: Course Approval Form

A copy of your **Course Approval Form** according to your specified program must be attached.

- If **Study-Abroad**, check if **“Course Approval Form for Programs Abroad”** is attached.
- All other programs, check if **“Application for Permit to Attend Another College”** is attached.

Part 3: To Be Completed By the Host Institution

Host Institution’s Name _____

Address _____

Dates of Enrollment: _________ to _________ Semester _____ Academic Year _____

Cost of Attendance	
Tuition and Fees	
Room and Board	
Books and Supplies	
Transportation	
Other (Specify)	
Total Cost of Attendance	

Registered Course #	Registered Course Title	Number of Credits

CERTIFICATION

- The host institution certifies that the above-named student is enrolled for stated period of attendance. The host institution certifies that it will inform the home institution if the student withdraws from any or all courses before the end of the period of enrollment covered by this agreement. In the case of total withdrawal, that information will include, if known, the student’s last day of attendance.
- The host institution agrees not to pay the student Pell Grant and/or any campus-based funds and will not certify Federal Student Loans for the period of attendance.
- The host institution certifies that it is a Title IV eligible institution.

REFUND POLICY: All financial aid will first be applied to the student’s account at CUNY. Any funds remaining, after any charges on the student’s CUNY account are paid, will be refunded directly to the student. **It is the student’s responsibility to pay any outstanding charges incurred to the host institution.**

School Official’s Name _____ Signature _____

Title _____ Email _____ Date _____

Telephone # _____ Fax # _____

Part 4: To Be Completed by Hunter College Financial Aid Office

Financial aid awards to be received at the home institution by the student for the period of enrollment covered by this agreement are as follows:

Federal Pell:	
Federal SEOG:	
Direct Loan:	
Other (Specify):	

The home institution agrees to monitor the student’s satisfactory academic progress, be responsible for disbursing funds to the student and for administering the appropriate refund policy (see Section 3), including the recalculation of any Title IV aid if the student should withdraw.

Home Institution Financial Aid Officer Name _____

Signature _____ **Title** _____ **Date** _____