2014 – 2015

Consortium Agreement Checklist

The student must complete the following procedures for this Consortium Agreement to be valid at Benedictine University (Benedictine University is the *Home* School).

1. The student must be degree seeking at Benedictine University and enrolled at Host school (other school) to have a valid consortium agreement.

2. The student’s enrollment must be at least half-time enrollment.

3. **Undergraduate** students must obtain pre-approval for the courses to be taken at the Host school from the Office of the Registrar and submit a copy of the Approval of the Transfer Courses form to the Office of Financial Aid.
   **Graduate** students must have their academic program advisor give course pre-approvals to the Office of Financial Aid.

4. The student must submit a copy of the registration for the transferable hours from the Host School to the Financial Aid Office.

5. A Consortium Agreement form must be submitted for every term requested by the student.
CONSORTIUM AGREEMENT

Student Section: to be completed by student

Student’s Name ____________________________________________

Student’s Social Security No. ________________________________

Student’s Signature _______________________________________  

Host School (not BU) ________________________________________

Host School Section: to be completed by Host school official


Course Title(s) & Code(s): __________________________________

Number of Credit Hours: ________ □ Quarter □ Semester
(Must be transferable to Benedictine University)

Term Dates: ______________________ to _____________________

Host School Cost of Attendance:

$_________________ Tuition and fees
$_________________ Room and Board
$_________________ Transportation
$_________________ Books
$_________________ Miscellaneous
$_________________ Other (please, explain ______________________)

$_________________ Total Estimated Budget

Certification:

The Financial Aid Office at the Host School agrees not to process aid for the above student during the term dates indicated above.

Signature of host school Official ______________________________ Title ______________________________ Date ______________________________

The Financial Aid Office at Benedictine University agrees to process aid and provides payment to the student for use while studying at the Host School.

Signature of Benedictine Official ______________________________ Title ______________________________ Date ______________________________