



# Enrollment Management

## CONSORTIUM AGREEMENT

Occasionally students want to spend a semester or academic year at another institution and transfer the hours earned back to Iona College. Students who enroll simultaneously at Iona College and another college may want to combine the hours at both institutions for financial aid purposes. In order to do so, a student must complete a consortium agreement.

A consortium agreement is a written contract agreement between two or more eligible institutions enabling students to take coursework at different institutions simultaneously for the purpose of completing a degree. Under this agreement students may take courses at a "host institution" and have those courses count toward the degree or certificate at their "home" institution. The student's "home" institution (Iona College) is the institution which will grant the student their degree or certificate. The "Home" institution will also process, award, and disburse the financial aid. The "Host" institution will be responsible for certifying the student's enrollment status and the costs for tuition and fees.

**Please note that students interested in transferring credits to Iona College through a Consortium Agreement must obtain permission from the appropriate Academic authority. Please contact Academic Advising for information on transfer credit policies.**

In order for a student to be eligible for Federal Direct Loans from the home institution, the student's enrollment status (combination of enrollment between the home and the host institutions) must be at least 6 credits. **Iona College does not award Institutional aid to any student to use at another school.** The courses taken at the host institution must be applicable toward the student's degree at Iona College. Consortium agreements expire at the end of each semester. Therefore students seeking to participate in a consortium agreement for more than one semester must **reapply with a new agreement each semester.**

Listed below are the steps that apply to students interested in participating in a consortium agreement:

- Step 1:** The student must complete and submit the "Authorization to Attend Another College" to the Student Financial Services Office. This form is available in the Student Financial Services Office and/or the Dean's Office.
- Step 2:** The student is responsible for having the "host" institution complete the consortium agreement. The consortium must be submitted to Student Financial Services Office at Iona College along with the signed Authorization to Attend Another College form.
- Step 3:** The student is responsible for paying all program fees at the "host" institution, Iona College will not make payment directly to the other school. It may take several weeks for the Consortium Agreement to be processed.
- Step 4:** Iona College's Financial Aid Office will complete Section C of the Consortium Agreement and process your financial aid accordingly.
- Step 5:** When you have completed your courses at the "host" institution, it is your responsibility to submit a copy of your official transcript to the Iona College Student Financial Services Office. Grades at both the "home" and "host" institution will be reviewed to determine if you are in compliance with the Satisfactory Academic Progress requirements at Iona College. Failure to provide the transcript within a month of the end of the term will prohibit aid from being processed for subsequent semesters.



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Student's Name \_\_\_\_\_ Iona College Student ID \_\_\_\_\_

You must complete and return the Consortium Application with all applicable signatures 2 weeks prior to the start of classes.

**NOTE: You are responsible for paying the "HOST" Institution for your course charges. Financial aid refunds are paid to students by the 4<sup>th</sup> week of the term.**

<b>Section A. To be completed by the student:</b>
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<b>Student's Name</b>	<b>Social Security Number</b>
<b>Permanent Address</b>	
<b>Local Telephone Number</b>	<b>Email Address</b>

Throughout this document Iona College is referred to as the "Home Institution". As such, Iona College enters into a consortium agreement with the "Host" Institution named herein.

**Home Institution:** IONA COLLEGE **Host Institution:** \_\_\_\_\_

I will enroll:  Summer 20\_\_\_\_, for \_\_\_\_ credits  Fall 20\_\_\_\_, for \_\_\_\_ credits  
 Winter 20\_\_\_\_, for \_\_\_\_ credits  Spring 20\_\_\_\_, for \_\_\_\_ credits

My signature below verifies that the above information is correct and the coursework I am enrolled for at the "host" institution will lead to a degree at Iona College. In addition, I understand there are specific regulations I must adhere to in order to meet Satisfactory Academic Progress Standards as defined by Iona College. Any change to the course: from the pre-approved courses may result in the loss of Federal financial aid for the following semester.

\_\_\_\_\_  
Student's Signature Date

Student's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

**Section B. To be completed by the Host Institution's Financial Aid Office**

Tuition	\$ _____
Fees	\$ _____
Room & Board	\$ _____
Books & Supplies	\$ _____
Personal Expenses	\$ _____
Travel/Transportation	\$ _____
TOTAL	\$ _____

Will the HOST INSTITUTION provide any scholarship aid to the Student?

Yes  No If yes, how much? \_\_\_\_\_

Person who completed this form: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Please Print  
E-mail: \_\_\_\_\_

**Section C. To be completed by the Home Institution's Financial Aid Office**

**Certification:**

1. IONA COLLEGE agrees to provide payment(s) to this student, if eligible, under Title IV Programs as appropriate for the term(s) specified. **Students do not receive the Iona Grant/Scholarship.**
2. The Host School agrees not to provide Title IV aid to this student for the term(s) specified and to notify IONA COLLEGE if the student withdraws from classes with the Host Institution.
3. Iona College will conduct Enrollment Reporting to the National Student Loan Data System (NSLDS).
4. Iona College will calculate returns of the Title IV funds, when appropriate.
5. Iona College will maintain Title IV record keeping and reporting requirements.

Financial Aid Officer's Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Financial Aid Officer's E-mail Address \_\_\_\_\_

Phone: ( ) \_\_\_\_\_