



1886

**NATIONAL
LOUIS
UNIVERSITY**

ACCESS. INNOVATION. EXCELLENCE.

1000 Capitol Drive
Wheeling, Illinois 60090-7201www.nl.edu
888.NLU.TODAY (658.8632)

2019 – 2020 Consortium Agreement

To receive financial assistance a student must generally be a fully admitted degree-seeking student at the institution awarding the aid, referred to as the “home” institution. Federal regulations allow two institutions to enter into an agreement so that a student can continue to receive financial assistance while studying at a school other than the student’s home institution for coursework that will count toward the degree at the home school.

If a student is taking coursework at another institution with the intention of transferring the coursework to National-Louis University to complete degree or certificate requirements, there are three situations when a student may want to request NLU to enter into a Consortium Agreement with the other institution on the student’s behalf.

- If the NLU hours are less than half-time, the hours at the second institution can be used to establish aid eligibility.
- If the student needs assistance to pay the tuition or other educationally related expenses associated with attendance at another institution. In some situations the student may have to pay up front at the host school.
- To establish continued financial aid eligibility for a term when the student is not also enrolled at NLU. This can be particularly beneficial for students who complete their core requirements with NLU and need to attend a local community college for the purpose of taking final coursework to transfer back to satisfy NLU electives or general requirements.

The student must complete the following procedures for this Consortium Agreement to be Valid at National-Louis University (Home School).

1. The student must be simultaneously attending NLU or have completed at least one previous term of course work.
2. The student must be fully admitted to NLU and meet all institutional, federal, and state financial aid eligibility requirements.
3. The student’s combined enrollment at NLU and the second school must equal at least half-time enrollment.
4. **IMPORTANT:** The student must obtain approval for the courses to be taken at the second school from the appropriate NLU department. The student must obtain approval from the Undergraduate Advising Center on the student’s home campus. The student should request that the approving department forward a copy of the Transfer Course Approval form to the Financial Aid Office. Remember NLU can only consider courses taken to satisfy NLU degree or certificate requirements. **This information needs to be received prior to us awarding any financial aid for the courses being taken.**
5. A Consortium Agreement form must be submitted for every term requested by the student. **A copy of the registration for the courses to be taken at the second (host) school must be attached to the Consortium Agreement form.**
6. Financial aid will be disbursed according to the NLU disbursement schedule. Consortium agreements can cause a delay in disbursements.
7. You are responsible for paying tuition, fees and other charges at the host school.



CONSORTIUM AGREEMENT

TO BE COMPLETED BY STUDENT:

I, (student's name) request that National-Louis University, my home school where I expect to receive a degree, and (name of host school where courses that I will use toward my NLU degree will be taken), enter into a Consortium Agreement so that my enrollment at the host school can be used to determine my financial aid eligibility.

Social Security No:

Term deadlines: Summer July 8,2019 Fall Sep 20, 2019 Winter Jan 19, 2020 Spring April 14, 2020

Term requested: Summer 2019 Fall 2019 Winter 2020 Spring 2020

Number of Credit Hours: (Must be transferable to NLU)

TO BE COMPLETED BY HOST SCHOOL:

Student is registered for credit hours for the term.

Term Dates: to:

Cost of Attendance (at Host School):

Tuition and fees Room and Board

Transportation Books

Miscellaneous Other*

Certifications:

The student agrees to transfer the courses covered by this Consortium Agreement to National-Louis University and understands that he/she may not receive aid disbursements for subsequent terms until the courses have been transferred.

Student Signature: Date:

The Financial Aid Office at the Host School agrees to not process aid for the above student during the term dates indicated above and will notify NLU if the student fails to begin attendance or withdraws prior to the end term date for any course(s) covered by the Consortium Agreement. See Reverse Side.

Host School Signature: Date:

Title: Phone:

The Student Finance Office at National-Louis University agrees to calculate aid, monitor eligibility and disburse aid to the student.

NLU Signature: Date:

Title:



Checklist:

- ✓ Complete student section of form and sign on the line designated for student in Certifications section.
- ✓ **Attach copy of registration and to Consortium Agreement, and take to host school.** Request the host school to complete the Host School section, sign Host School certification and submit to: Office of Student Finance, National-Louis University, 1000 Capitol Drive, Wheeling, IL 60090.
- ✓ Request that the appropriate NLU department (undergraduates: Undergraduate Advising Center) send a Transfer Course Approval Form to the Office of Student Finance. To complete the form, the NLU approving department will need a detailed course description for each course covered by the Consortium Agreement.

National-Louis University will be responsible for determining the student’s enrollment status, calculating aid, and monitoring student eligibility including satisfactory academic progress. Information provided on this form by the Host School and information maintained by NLU will be used for this purpose.

The host school will provide the enrollment and cost information needed to determine Title IV aid eligibility. **The host school will notify NLU if the student fails to begin the approved courses (establish eligibility) or withdraws prior to the term end date.** The host school will provide the information needed including grade information to transfer the course to National-Louis University.

*Host School: Please provide information regarding any Cost of Attendance amount listed as Other:

Amount	Description
\$ _____	_____

\$ _____	_____



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TRANSFER COURSE APPROVAL FORM

_____ Social Security Number

_____ Last, First Name

_____ Program

_____ Campus

The below listed course(s) taken _____ / _____ at _____

TERM

YEAR

Name of College

are approved for transfer as follows:

Title Of Course Transferred	QTR HRS	SEM HRS	In Lieu of NLU Course

_____ Signature of Credentials Evaluator

_____ Date

This form must be completed by:

Undergraduate Students: Undergraduate Advising Center on the student's home campus