



2020 – 2021 CONSORTIUM AGREEMENT

See instructions at the end of this document.

TO BE COMPLETED BY THE STUDENT:

Student's Last Name, First Name, Social Security #, E-mail Address, NLU Student ID#, Cell Phone #, Home School, Host School, Address, City/State/Zip

Term Aid Requested: Summer 2020, Fall 2020, Winter 2021, Spring 2021
Term Deadlines: Summer, July 12, 2020; Fall, September 27, 2020; Winter, January 17, 2021; Spring, April 11, 2021

Student Certification: The student certifies that all reported information is correct and 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's Signature: Date:

TO BE COMPLETED BY THE FINANCIAL AID OFFICE AT HOST SCHOOL:

The student has requested financial assistance at National Louis University. We will confirm that the student is enrolled in an eligible program of study, determine eligibility for aid, disburse funds, and be responsible for compliance with established policies, including the responsibility for determining satisfactory academic progress, and refunds and/or repayments resulting from the student's withdrawal from classes.

Term System: Quarters, Semesters
Term Begin Date: Term End Date:
Number of Credits Enrolled (must be transferable to NLU):

Table with 4 columns: Costs of Attendance for the Term, Tuition, Mandatory Fees, Room and Board, Books and Supplies, Transportation, Miscellaneous, Other, please specify, Total Costs of Attendance, Institutional Grant/Scholarship/Gift Aid Awarded, Institutional Loan Assistance Offered

Print Name, Signature, Fax Number, Title, Phone Number, E-Mail Address



### TRANSFER COURSE APPROVAL FORM

This form must be completed by the appropriate NLU department (Undergraduate Advising Center if student is undergraduate) and returned to NLU's Office of Student Finance.

Student's Last Name	First Name	Social Security #	Program
NLU Student ID#	NLU Campus		

List Courses Taken:  Summer 2020  Fall 2020  Winter 2021  Spring 2021

The below listed course(s) taken \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_  
  TERM  YEAR  Name of Host School

are approved for transfer as follows:

Title of Transferrable Course	QTR HRS	SEM HRS	In Lieu of NLU Course

\_\_\_\_\_  
Signature of Credentials Evaluator

\_\_\_\_\_  
Date



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## 2020 – 2021 Consortium Agreement Instructions

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 institution.

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 scenarios when a student may want to request NLU enter into a consortium agreement with a host 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.

### **NOTE:**

- Student must be simultaneously attending NLU or have completed at least one previous term of coursework.
- Student must be fully admitted to NLU and meet all institutional, federal, and state financial aid eligibility requirements.
- Student’s combined enrollment at NLU and host school must equal at least half-time enrollment.
- Student must submit a consortium agreement form for each term in which s/he will take courses at host school.
- NLU’s Office of Student Finance must receive all items listed in the “STEPS” below before awarding any financial aid for the courses being taken.
- Financial aid will be disbursed according to NLU’s disbursement schedule. Consortium agreements can cause a delay in disbursements.
- The student is responsible for paying tuition, fees and other charges at the host school.

### **STEPS TO COMPLETE CONSORTIUM AGREEMENT:**

You must complete all steps in order for this consortium agreement to be valid at National Louis University.

- 1) Complete student section of consortium agreement form and sign the Student Certification section.
- 2) Attach a copy of registration, to the consortium agreement form, confirming courses you will take at host school
- 3) Take both #1 and #2 above to host school’s financial aid office and request that they complete, sign, and return consortium agreement form and proof of registration to:  
***Office of Student Finance, National Louis University, 1000 Capitol Drive, Wheeling, IL 60090.***
- 4) Request that the appropriate NLU department (Undergraduate Advising Center if student is undergraduate) complete and forward the Transfer Course Approval form to NLU’s Office of Student Finance. Student must obtain approval for the courses to be taken at the host school. The NLU department completing the form will need a detailed course description for each host school course covered by the consortium agreement. Remember NLU can only consider courses taken to satisfy NLU degree or certificate requirements.

**\*\*\*Also See Transfer Course Approval Form and Consortium Agreement Instructions\*\*\***