2013 – 2014

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                                                                 Social Security No.

_________________________________________  ______________________________________
Student’s Signature                                                              Student ID No.

Host School (not BU)

**Host School Section: to be completed by Host school official**

Term:  □ Summer 2013  □ Fall 2013  □ Winter 2014  □ Spring 2014  □ Summer 2014

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

Form: 01-23-2013