



Eligible students enrolled in an eligible program at Benedictine University may receive financial aid for coursework taken at a host institution through a Consortium Agreement. The student must submit all required documentation for a Consortium Agreement to be valid at Benedictine University. Benedictine University is the Home School.

Students applying for a consortium must complete the following:

1. Be admitted to a current Benedictine University program as a degree-seeking student and be enrolled at least half-time each enrollment period.
2. Benedictine University's federal school code (**001767**) must be entered on the current year's FAFSA.
3. The following forms must be submitted to Benedictine University's Office of Financial Aid:
 - The Consortium Agreement Form (to be completed by the Host School's Financial Aid Department).
 - The Transfer Course Approval Form (must be approved by BU's Registrar Office).
 - Copy of your course registration for each term from the Host School.
 - Copies of your unofficial or official transcripts after each term is completed from the Host School.

A complete Consortium Agreement form must be submitted for **every term** the student is requesting financial aid. It is the student's responsibility to submit all required forms to the Office of Financial Aid at Benedictine University each term. Forms can be submitted via email to financialaid@ben.edu; faxed to 630-829-6101; or uploaded to the Financial Aid dropbox located on our [website](#).

Coursework taken through a host institution will be invoiced separately from Benedictine University charges. Benedictine University's Office of Financial Aid will apply federal financial aid to the student's BU account. The Business Office will then process a refund 10-14 days after funds are disbursed if awarded aid is in excess of BU's accumulated charges. All students must choose how they would like to receive their refund at [BankMobile Disbursements Refund Choices](#). This refund is to be used to pay your outstanding charges at the Host School.

NOTES: Undergraduates with Junior or Senior standing (60 or more semester credit hours earned) will not be eligible to transfer community college course credit back to Benedictine University. Students enrolled in 3+1 undergraduate baccalaureate completion programs are exempt from this policy.