



# CONSORTIUM AGREEMENT

If you are pursuing a degree at TMCC and find it necessary to take courses at another institution, you may qualify under this agreement to count your enrollment at a host institution toward your financial aid enrollment level. You must be enrolled in at least six credit hours at TMCC during the semester for which you are requesting funding and the courses taken at the host institution must be applicable to your TMCC degree program. It is your responsibility to complete this form through step three (3), including obtaining a TMCC advisor's signature and follow up with both institutions to ensure your request has been processed.

**Step 1:** Tell us about yourself and your plans by providing the information requested below.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

Term:  Fall  Spring  Summer Year: \_\_\_\_\_

Enrollment level at TMCC: \_\_\_\_\_ Degree program at TMCC: \_\_\_\_\_

**Step 2:** Tell us about the host institution.

Host Institution: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact information for financial aid office at host institution:

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Your ID number at host institution: \_\_\_\_\_

Courses you will be taking at the **host institution**:

Course Number	Course Title	Credit Hours	Requirement or Elective? (must be applicable to TMCC degree program)

**I agree to:**

- Accept responsibility for payment of any expense not covered by financial aid.
- Notify the TMCC financial aid office of any change in enrollment, or if I withdraw from the host institution.
- Request a transcript be sent to TMCC from the host institution at the end of the term.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student \_\_\_\_\_ Date

**Step 3:** Visit an academic advisor or counselor at TMCC and ask them to provide the following information.

I have recommended that the student take the course(s) listed above at another institution. This coursework is approved for the student's degree program at TMCC for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

The student chooses not to take the above course(s) at TMCC and the coursework is applicable to student's degree program at TMCC. The reason stated by the student for this choice:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Advisor (Printed name and signature) \_\_\_\_\_ Date

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

**Step 4:** Complete steps 1-3 and fax this form to 775-674-7566 or mail to 7000 Dandini Blvd RDMT 315, Reno, NV 89512. The TMCC financial aid office will review this agreement and, if approved, forward it to the host institution.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
TMCC Financial Aid Officer (Printed name and signature) \_\_\_\_\_ Date

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

**Step 5:** The host institution provides the below information and returns the form to TMCC Financial Aid, Scholarships and Student Employment, 7000 Dandini Blvd., RDMT 315, Reno, NV 89512 (Fax 775-674-7566).

Tuition and Fees	Room and Board	Other Mandatory Costs

Is student receiving scholarships at host institution?  Yes  No Amount: \_\_\_\_\_

## Financial Aid Consortium Agreement

This agreement, between the financial aid offices at the Truckee Meadows Community College (TMCC) and \_\_\_\_\_(host institution), provides that students enrolled at TMCC may attend classes at the host institution provided that the courses are applicable to their TMCC degree program. It is agreed that the host institution will provide educational coursework to \_\_\_\_\_(student). The budget will be based on the TMCC published budget guidelines.

For federal and state financial aid purposes (excluding the Governor Guinn Millennium Scholarship), this student will be considered enrolled at TMCC during his/her period of study at the host institution.

### TMCC will:

- Receive and process Title IV applications and award state grant funding according to established criteria
- Perform required verification and record keeping
- Verify enrollment through the host institution before releasing funds to the student
- Calculate any required return of Title IV funds

### The host institution will:

- By signing below, confirm enrollment of the student in the courses listed in step two (2) above
- Not provide any form of federal or state grant assistance to the student
- Notify TMCC of any scholarship assistance the student is receiving at the host institution
- Notify TMCC of any changes in the student's enrollment

It is understood that any charges for tuition, fees, room and board and any other charges by the host institution will be the sole responsibility of the student.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Host Institution Financial Aid Officer (Printed name and signature) Date

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

### For home institution use only

Enrollment level matches step 1?  Yes  No Credit hours at TMCC: \_\_\_\_\_

Approved?  Yes  No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Total credit hours funded: \_\_\_\_\_

Cost of attendance for credit hours at TMCC only:

Tuition and Fees	Room and Board	Other Mandatory Costs