A consortium agreement is a written contract between two eligible institutions enabling students to take coursework at two different institutions for the purpose of completing a degree. Under this agreement, George Mason University will act as the home institution (the institution awarding your degree and administering your financial aid). The visiting school is referred to as the host institution and is responsible for certifying the student’s enrollment and the costs for tuition and fees.

**GUIDELINES FOR MASON STUDENTS INTERESTED IN PARTICIPATING IN A CONSORTIUM AGREEMENT:**

- Students must be degree-seeking at the home institution.
- The student is responsible for meeting with their Academic Advisor/Dean for prior approval to enroll in courses at the host institution and transfer those credits to Mason to be applied to the student’s degree program. Each class taken at the host institution must be considered a requirement of the degree the student is seeking at Mason. A copy of the Department’s approval for study elsewhere must be submitted to the Registrar’s Office.
- Students are responsible for having the host institution complete the Consortium Agreement Application and submitting the completed form to the Office of Student Financial Aid (OSFA).
- The courses approved by the student’s Academic Advisor/Dean at Mason MUST MATCH, the courses the HOST school certifies the student is taking. Aid will only be processed for courses that match your approval form.
- Students are advised to make financial arrangements with the host institution by the appropriate deadline for bill payment at that institution because arrangements for a consortium agreement may take several weeks.
- Consortium agreements are not applications for “extra” financial aid. Consortium agreements merely allow a student to get financial aid the student would normally qualify for when taking courses at Mason. Furthermore, Mason does not automatically send funds to the host institution on behalf of the student. Financial aid is only applied to a student’s bill at Mason in accordance with the aid disbursement schedule. If a credit balance is created by financial aid funds, then a refund is processed and released to the student. It is the responsibility of the student to use any refund to pay his or her bill at the host institution.
- Consortium agreements expire at the end of each semester. Therefore, students seeking to participate in a consortium agreement for more than one semester must re-apply with a new Consortium Agreement each semester.
- Students are responsible for immediately notifying the OSFA of any change in enrollment.
- At the conclusion of the consortium semester, students must submit a final grade transcript to the OSFA at Mason to determine if the student meets Satisfactory Academic Progress. Failure to provide the transcript will prohibit any future aid from being processed for subsequent semesters. If subsequent to approval, you change your registration to courses not approved by your advisor, your aid may be retroactively revised for the semester.

**STUDENT CHECKLIST:**

- Meet with an Academic Advisor/Dean for prior approval to enroll in courses at another institution and transfer those credits into your Mason degree program.
- Complete student section of the Consortium Agreement Application and submit to host institution for completion. Make sure the completed form is returned to the Office of Financial Aid at George Mason University.
- Be prepared to pay bill at host institution out-of-pocket by the host’s payment deadline. The OSFA cannot submit payment on your behalf.
- Submit final grade transcript to OSFA upon completion of courses at host institution.
FINANCIAL AID CONSORTIUM AGREEMENT

Student Section – Please complete this section of the form and submit it to the HOST SCHOOL named on the form.

Student Name:________________________________________ Mason ID:_______________________ Host School ID:_______________________

Host School Name:___________________________________________________

Check the appropriate boxes and write in the year that this consortium agreement pertains to:

☐ Fall of 20____   ☐ Spring of 20____        ☐ Summer of 20_____    

My signature below verifies that the above information is correct and the coursework I am enrolled in at the host institution will transfer to my degree at George Mason University. I understand that any change in enrollment or failure to submit my transcript to George Mason University at the end of my Consortium term may result in a reduction or cancellation of my financial aid for the consortium term or for future terms at Mason. I understand that courses I attempt but fail or withdraw from during my Consortium term may affect my Satisfactory Academic Progress at Mason. Furthermore, my signature indicates my permission for the host institution to provide enrollment information pertaining to release of my grades, verbally or written, to Mason’s Office of Student Financial Aid.

__________________________________________________________________ ______________________________________
Student Signature        Date

Host School Section – Please complete this form and return it to the George Mason Office of Financial Aid at the Address Listed Above

Period of Enrollment: ____________________ to ____________________Credits are:          Semester Hours _____        Quarter Hours_______

Classes Registered at Host Institution:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(If additional courses need to be included, please attach them on a separate sheet of paper.)

Aid Provided by Host Institution (If Any) $__________________________________

____________________________________________________________________      _______________________
Signature         Date

Cost of Attendance

$____________ Tuition and Fees
$____________ Room and Board
$____________ Books and Supplies
$____________ Personal
$____________ Transportation
$____________ Total Budget

Printed Name        Title

******************************************************************************

Mason Financial Aid Office Use Only:

Upon Receipt of This Form from the Host Institution, Review the Department Approval Form on file with the Registrar’s Office (using Web Extender Access) to determine if the classes reported by the HOST Institution match those approved by the Department. If they do NOT Match, please note below the courses that are NOT approved, and remove them from the number of credits for which financial aid will be provided before processing aid. Scan this completed form and enter into documents in Banner for the appropriate aid year.

__________________________________________________________________ Course does not Match Department Approval Form
__________________________________________________________________ Course does not Match Department Approval Form
__________________________________________________________________ Course does not Match Department Approval Form
__________________________________________________________________ Course does not Match Department Approval Form