

Consortium Agreement

Use Financial Aid for Concurrent Enrollment

Home Institution:

*Midway University
Midway, Kentucky*

Visiting Institution:

Purpose

The purpose of this agreement is to set forth institutional responsibilities and procedures with regard to administrative of all Title IV federal student financial aid when a student enrolls for classes at another institution for course credit toward a Midway University degree.

Procedures

A student wishing to enroll under this agreement shall contact the Financial Aid Office at Midway University to obtain the consortium agreement form. The student is responsible for securing and presenting the form to the visiting institution. The visiting institution shall complete and promptly return a copy of this agreement to Midway University.

Responsibilities of the Home Institution, Midway University:

1. Be the degree or certificate granting institution
2. Determine student eligibility for the Title IV federal student financial aid and state aid
3. Determine the student's full-time or part-time enrollment status
4. Package the student's financial aid awards
5. Disburse all Title IV student financial aid and state aid to the student
6. Give academic credit for the courses taken at the visiting institution on the same basis it would for course work taken at Midway University
7. Calculate the student's overall tuition, fees, room and board charges at both institutions
8. Determine the student's academic progress/standing pursuant to Midway University's policy, based on the total number of academic credit hours the student attempts and completes at both institutions
9. Use its Title IV refund/repayment policy if the student drops academic credit hours or withdraws to determine any refunds or repayments to the appropriate federal student financial aid
10. Calculate the student's cost of attendance on an actual basis
11. Maintain all documentation for audit and federal program review purposes
12. Will be the institution to pay Pell grant awards for the academic period designated on the concurrent enrollment form
13. Bear no responsibility regarding the student's payment of tuition fees or other charges at the visiting institution



Responsibilities of the Visiting Institution:

1. Maintain institutional eligibility according to the U.S. Department of Education to participate in Title IV student financial aid programs
2. Agree to provide, on the concurrent enrollment form, the student’s actual cost of attendance, the academic courses and credit hours to be taken by the student, and the academic enrollment period
3. Notify Midway University’s Financial Aid Office promptly if the student drops academic credit hours or withdraws from the visiting institution
4. Complete and promptly return the agreement and concurrent enrollment for to Midway University’s Financial Aid Office
5. Seek payment for cost of attendance only from the student

Responsibilities of the Student:

1. Be responsible for submitting payment to the visiting institution
2. Inform Midway University of any change in enrollment within one week of adding or dropping a course at the visiting institution
3. Submit an official transcript to the Midway University Registrar’s Office within one month of completing the course(s)

Effective Date

This agreement becomes effective for the payment period in which it is signed; however, it can be retroactive to a previous payment period if the payment is in the same award year. This agreement can terminate upon ninety (90) days written notice by either institution. The individual by signing this agreement for Midway University and the visiting institution each, by his/her signature, represents and affirms his/her authority to sign as the duly authorized agent of that party to the agreement.

Midway Financial Aid Representative:

Visiting Institution Representative:

Signature

Signature

Name (Printed)

Name (Printed)

Title

Title

Date

Date



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You must complete a separate form for each semester. NOTE: Students are required to submit an official transcript to the Midway University Registrar's Office within one (1) month of completing the course(s) listed below.

Student Section (Please type or print clearly):

Name of Visiting Institution: _____

Student's Name: _____

Midway University Student ID: _____ Visiting Institution Student ID: _____

Term of Enrollment (check one): Fall Spring Summer Year: _____

Courses listed below MUST apply toward degree requirements.

Name of Course	Course Number	Course Start Date	Course Drop Deadline Date	Course End Date	Credit Hours	Credit toward degree? (to be completed by Midway University)	
						YES	NO

Visiting Institution Certification Section:

I certify that the student named above has enrolled for the listed courses at the visiting institution. If this student's enrollment status changes, I agree to provide timely notification to Midway University. The tuition and fees for the above courses are \$_____. If the student were enrolled on a full-time basis for a full academic year, the actual tuition and fees charged to the student would be: \$_____.

Visiting Institution Representative

Date

MIDWAY UNIVERSITY OFFICE USE ONLY

Midway University hours: _____

Visiting Institution hours: _____

Total hours: _____

The Registrar's Office certifies that Midway University will grant credit for the above listed courses toward this student's degree.

Midway Registrar's Signature

Date