



## Financial Aid

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA 98907-2520

P: 509.574.6855 • Fax: 509.574.4740 • [finaid@yvcc.edu](mailto:finaid@yvcc.edu) • [www.yvcc.edu](http://www.yvcc.edu)

# Consortium Agreement Instructions

A Consortium Agreement is a written agreement between two institutions that are eligible to participate in the federal Title IV student financial aid programs. The Consortium Agreement allows the financial aid office at YVC to consider concurrent enrollment at another institution (the host institution) in establishing the student’s enrollment level for financial aid. An agreement is not required if the YVC student receives loans only and is enrolled in at least 6 units at YVC; nor is an agreement needed if a grant-eligible student is supplementing full-time enrollment at YVC with a class at another school. The agreement ensures that there is a clear understanding that the dually enrolled student may receive aid only from YVC (the home institution) and that the student has distinct responsibilities pertaining to the dual enrollment status.

## The YVC Student

- Under the YVC Consortium Agreement, the student will receive financial aid only from YVC.
- The student must provide the YVC Financial Aid Office with a copy of grades earned at the host institution immediately upon completion of the term. If grades are not submitted, the student must repay all of the aid released for attendance at the host institution.
- The student must remain enrolled in at least one YVC class during the consortium quarter.
- The student must maintain satisfactory academic progress under YVC standards when considering enrollment at both schools.

## The YVC Financial Aid Office

- The Financial Aid Office may refuse to process or may cancel a Consortium Agreement for cause such as lack of adequate processing time, lack of cooperation with the host school, failure of the student to demonstrate that the courses meet consortium guidelines, student ineligibility, etc. In addition, the Financial Aid Office may cancel student financial aid funds due to restricted fund availability, lack of student academic progress, and other eligibility factors.
- The YVC Financial Aid Office will monitor student satisfactory academic progress, enrollment status, cost of attendance, and disbursement. It will also perform Return to Title IV calculations if a student cancels enrollment after receiving aid and will maintain financial aid records applicable to the participating student.
- As required, the YVC Financial Aid Office will adjust aid based on enrollment status changes, fund restrictions, etc.

## Instructions

1. Student researches courses at other institutions that can be completed while concurrently enrolled at YVC.
2. Student meets with advisor to review selected courses at host institution.
3. Student registers at YVC and arranges registration at the host school.
4. Student secures and completes the Consortium Agreement and sends it to the host institution’s Financial Aid Office.
5. If amenable, a Financial Aid Administrator at the host institution will sign and return the Agreement to the student.
6. At least two weeks before the start of the quarter, the student submits the signed Consortium Agreement to the YVC financial aid office along with a copy of the student’s registration at the host school.
7. If a Consortium Agreement cannot be approved, the YVC Financial Aid Office will notify the student.

**Yakima Valley College** (YVC home institution) and (host institution) agree to this Consortium Agreement. It is agreed by the undersigned that financial aid will be awarded through YVC, taking into consideration enrollment at both institutions.

Student Name	Student Address
CTCLink ID	Student’s Preferred Email
Mailing Address at Host Institution	Host Institution Phone Number



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## Student Section

**My signature below certifies that:**

1. I confirm that the course(s) in which I will enroll at the host school are not offered or are offered on an extremely limited basis, and are necessary for my degree or certificate from YVC.
2. I will provide a copy of my grades from the host institution to the Financial Aid Office at YVC upon completion of the term or semester.
3. Courses below the 100-level will not be funded through a consortium agreement
4. Only courses approved by an academic advisor as being necessary and applicable to a YVC degree or certificate will be funded through this agreement.
5. If I add, drop, or withdraw from a course listed below, I will submit a copy of the official add/drop slip to the YVC Financial Aid Department.
6. I will notify YVC if I do not enroll as planned at the Host Institution.
7. If I have not provided my final grade from my host institution before the YVC Satisfactory Progress program is run, I understand that I could be assigned a satisfactory progress status consistent with not passing the courses/units at the host institution.
8. I understand that charges for classes taken at the host institution named above are my responsibility and payment must be made by me according to the payment policy of the host institution.
9. I will not accept financial aid from any institution other than YVC during the concurrent enrollment period.
10. I understand that funding for this consortium agreement is contingent upon my continuing eligibility for Title IV funds. This includes enrollment, academic progress, and annual and lifetime loan limits as well as total financial need.
11. I understand I must be enrolled in the equivalent of 6 Quarter units. These 6 units must be a combination of units at YVC and another institution.
12. **I understand that I will not receive any Title IV funds until I have met with my advisor and submitted this signed agreement to the YVC financial aid office.**
13. I read, understand, and agree to abide by the terms and conditions of the consortium agreement.

**Signature:**

**Date:**

\_\_\_\_\_

## Enrollment Verification Section

Consortium Course Start Date	Consortium Course End Date	University Term and Year Enrolled	Course Number	Course Title	Course Units	*FA Office Only* Semester Credit Value
1/02/2020 (Example)	3/13/2020 (Example)	Winter Qtr 2020 (Example)	210 (Example)	Chemistry (Example)	5.0 (Example)	

**\*PLEASE ATTACH A COPY OF YOUR CLASS SCHEDULES FROM BOTH YVC AND THE HOST INSTITUTION YOU ARE ATTENDING\***



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## Academic Advisor Section

1. I have read the above statements and am aware of the student's responsibilities.
2. I have verified each consortium course to be necessary and applicable to the student's degree or certificate at YVC.
3. **I confirm that the host institutions' course(s) in which my advisee is enrolled are not offered or are offered on an extremely limited basis. Also, not taking this coursework from the host institution during this particular quarter will directly prevent my advisee from completing his or her YVC degree.**

Advisor Name (please print): \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Email Address \*Required\*: \_\_\_\_\_

**NOTE: You will be contacted via E-mail to confirm that you signed this agreement.**

## Host Institution Section

1. As the host institution; we agree not to provide payments for Title IV funds to this student for the term specified on this agreement.
2. The costs listed below are accurate for the specific term of the students' enrollment

Tuition and Fees:	Books and Supplies:
Room and Board:	Misc./Transportation:

*\*YVC expenses will be used unless documented otherwise\**

Financial Aid Office Contact Person for Consortium Agreements: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please retain a copy of this agreement for your records, then return the signed agreement to the YVC Financial Aid Office\***

## Home Institution

1. The student is currently enrolled in a degree program at YVC and is maintaining Satisfactory Academic Progress (SAP).
2. YVC agrees to monitor the student's SAP, be responsible for disbursing funds to the student, and administering the appropriate refund policy.

YVC Financial Aid Administrator Signature:		Date:
Phone Number: 509.574.6855	FAX Number: 509.574.4740	Email: <a href="mailto:finaid@yvcc.edu">finaid@yvcc.edu</a>