

Financial Aid

2012-13 Consortium Agreement



If you are a degree-seeking student at Saint Mary's College and plan to attend another college/university or a study abroad program through another college/university, the following steps must be completed in order to receive federal and state financial aid.

NOTE: Financial aid funds that are in excess of the tuition and fees will be refunded to you no earlier than the first week of class. Therefore financial aid funds may not be available to pay some study abroad pre-departure costs, such as the program deposit, plane ticket, visa and/or passport application fees, etc.

1. If you have not already done so, submit the 2012-13 Free Application for Federal Student Aid (www.fafsa.ed.gov) to the federal processor.
2. If your parent will apply for a Federal Direct Parent PLUS Loan, your parent should initiate the PLUS application process at least four weeks prior to the beginning of your program. Parents can begin the PLUS application process by referring to our web page at <http://www3.saintmarys.edu/directplus>
3. All four sections of the attached *Consortium Agreement* must be completed. **Allow four weeks prior to the beginning of your program for completion of this agreement.**
4. **Section I** – Completed by the student. Provide all the required information and sign the agreement.
5. **Section II** – If any courses will be used to meet your major degree requirements, you will need to obtain the approval of your department chair. In addition, the associate dean for advising must approve all courses for transfer credit and sign this section.
6. **Section III** – Completed by the host institution. You must send the *Consortium Agreement* to the host (visited) institution so they can complete Section III. We ask that you follow up with the host institution to verify the completion of your paperwork. Once the host institution completes Section III, the agreement should be sent to the Financial Aid Office at Saint Mary's College.
7. **Section IV** – Completed by Saint Mary's College. The Financial Aid Office will complete Section IV and sends a copy of the completed agreement to the host institution.
8. If you will not be easily accessible because of the location of your program, you should arrange for an appropriate person to have power of attorney to sign your paperwork. Make sure your host institution knows how to reach you by mail.
9. Send the Financial Aid Office at Saint Mary's College a copy of your scheduled classes and the number of registered credit hours at the host institution, or arrange to have the host institution confirm your registered classes in writing to our office. **CONFIRMATION OF CLASSES MUST BE RECEIVED BEFORE ANY FUNDS WILL BE RELEASED. If we do not receive this document, you will then be responsible for clearing your fees with the host institution to avoid cancellation of classes and/or late fees.** Funds will be released in accordance with Saint Mary's College's disbursement schedule.
10. You must notify the Financial Aid Office at Saint Mary's College of any changes in your enrollment status, including withdrawing from all courses or substitution of approved courses.
11. Failure to complete this *Consortium Agreement* will prevent the release of funds.

Consortium Agreement

SECTION I – To Be Completed By the Student

Name: _____ SSN: _____

Home Address: _____ Home Phone # _____

City, State, Zip Code: _____ Campus Phone # _____

E-mail Address: _____@saintmarys.edu Check if you aren't applying for financial aid, but would like to defer your loan repayment while studying elsewhere.

Name of Host Institution: _____

Contact Person: _____

Address: _____

Business Phone: _____

Financial Aid Proceeds To Be Mailed To: Host Institution: _____

Address: _____

City, State, Zip Code: _____

All information provided on the Consortium Agreement is correct to the best of my knowledge.

Student Signature: _____ Date: _____

You are still required to send verification of your enrollment to Saint Mary's College. See Step 9 of instructions.

SECTION II – To Be Completed by the Student, the Saint Mary's Associate Dean for Advising, and Department Chair

Complete the information below. If any of the courses will be used to fulfill part of your major degree requirements your Department Chair must sign this form. In addition, your Academic Advisor also needs to sign the certification agreement below.

CERTIFICATION: *By signing this section, I give permission for the student named above to register as a transient student at _____ (host institution). I further certify that the hours earned in this program will fulfill degree requirements at Saint Mary's College as listed below.*

Associate Dean for Advising: _____

Host institution course name and number	Credit hours for each course at the host institution	Saint Mary's course equivalent	Signature – Department Chair	Date

SECTION IV – To Be Completed By Saint Mary's College

The student listed on this agreement is a degree-seeking student at SAINT MARY'S COLLEGE. However, the student will be a transient student at _____ during the _____ semester/quarter of the 20_____ academic year. The student will be enrolled _____ number of hours at Saint Mary's College.

2012-13 Costs at Saint Mary's College

Tuition and Fees: \$ _____

Room and Board: \$ _____

Saint Mary's College

Financial Aid Administrator (please print) _____

Signature _____

Date _____

E-mail _____@saintmarys.edu

Phone _____

Registrar (please print) _____

Signature _____

Date _____

E-mail _____@saintmarys.edu

Phone _____