



## CONSORTIUM AGREEMENT

Instructions and Form

A Consortium Agreement (CA) is used as a tool for the student who wishes to receive federal financial assistance while attending more than one institution during the same semester. The purpose of a CA is to "add together" all applicable credit hours and award federal financial assistance based on the total number of these credit hours. The **Home** school is the degree granting institution. The **Host** school is where the student is taking courses that they wish to include toward their financial aid eligibility. To be eligible to use the CA process, you must meet the following criteria:

- ***This form must be returned to the OFA prior to the last day of the add/drop period for the semester you are requesting the consortium or it cannot be processed.***
- You must be a Pell eligible student. If you are only eligible for student loans, a consortium is not necessary.
- You must be a degree seeking student at NEO and attending at least **6 hours** during the semester in which the CA is used.
- Be eligible to apply for financial assistance through the FAFSA application.
- You must meet with your advisor and have a completed Degree Check attached to this form. This is to verify that the hours you are enrolled in at the other school will transfer to NEO and apply to your current degree.

Please use the following checklist to assist you in the Consortium Agreement process:

- Complete the NEO Consortium Agreement form (Section A)
- Get with your advisor and have them prepare a Degree Check for you.
- Take the completed CA to the Financial Aid office at the host school and have them complete Section B.
- Return the completed CA form and a copy of your Degree Check form to the OFA.
- At the close of the semester, you are required to provide the NEO OFA with a copy of your transcripts from the host institution showing the grade you received for the course(s) you took there. No future financial aid will be processed for you until these transcripts have been received and evaluated by NEO.



## CONSORTIUM AGREEMENT

SECTION A: (To be completed by the student)

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

\_\_\_\_\_  
ID #

Home School: **NEO A & M College**

Host School: \_\_\_\_\_

Period of Enrollment: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**By signing below I understand that financial aid cannot be provided for classes which do not meet degree requirements. A degree check is required from you before this consortium agreement will be reviewed. I also understand that I must provide the NEO Office of Financial Aid with a copy of my current transcript from my host school showing the grade(s) received for any courses taken there. No future financial aid will be processed for me until these transcripts have been received and reviewed by NEO. The deadline to apply is the last day of the semester add/drop period.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

SECTION B: (To be completed by the Financial Aid Office at the Host School)

Course Name and ID #	Credit Hours	Cost

Name of person completing form \_\_\_\_\_

The student listed above is attending NEO and your institution simultaneously. Financial aid regulations provide for a Consortium Agreement between two schools to insure fair and equitable treatment in these circumstances. By signing this form you affirm that the above student is NOT a degree seeking student, is enrolled in the courses listed above at your institution, and that they will not receive any financial aid from your institution for the applicable period. Further, you agree to inform the NEO Office of Financial Aid if the student withdraws, or is dropped from the above classes at your institution. Thank you for your cooperation.

\_\_\_\_\_  
Host School Financial Aid Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
NEO Financial Aid Director

\_\_\_\_\_  
Date

***Please return this form to:***

NEO A & M College  
Office of Financial Aid  
200 I Street NE  
Miami OK 74354

Phone: 918-540-6235

Fax: 918-542-9759