



**Office of Financial Aid and Veteran Services**

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**Financial Aid  
Consortium Agreement**

For individuals enrolled at **Parkland College (HOME INSTITUTION)** and

**VISITING INSTITUTION** (Please Print): \_\_\_\_\_

**IMPORTANT** (Please Read): *Upon the **student's** completion of Section I, the director of student financial aid at the **VISITING institution** must complete Section II below, before being completed by the Director of Financial Aid and Veteran Services at Parkland College.*

**I. Contractual Concurrent Enrollment Agreement**

Student Name (Please Print)	Student SSN

**Period of Enrollment:**    FALL            SPRING            SUMMER            YEAR: \_\_\_\_\_

Course Number(s) at <b>VISITING</b> Institution	Course Description(s)	Credit Hours

*I certify that my college advisor has approved the course(s) shown above for credit toward my degree or educational objective. I also certify that I have read and understand the policies and procedures outlined on the reverse side of this agreement.*

**STUDENT'S SIGNATURE:** \_\_\_\_\_

**II. Disbursement Agreement**

Parkland College, the degree granting institution, agrees to calculate and pay funds for which the student may be eligible. The visiting school agrees that tuition and fee costs associated with the student's enrollment as shown below are correct.

**Total Tuition and Eligible ISAC Fee Charges: \$** \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Director, Office of Student Financial Aid  
**Visiting Institution**

Director, Financial Aid and Veteran Services  
**Parkland College**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Financial Aid Consortium Agreement

## POLICIES AND PROCEDURES

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1. The student completes the Financial Aid Consortium Agreement form and submits it to the visiting school's Office of Student Financial Aid (OSFA). **Coursework taken at the visiting school must result in a quality letter grade of A,B,C, or D to receive transfer credit.**
2. Once the visiting school confirms the student's enrollment for the semester requested, the agreement form is signed by the visiting school's financial aid director and returned to the Parkland Office of Financial Aid for final approval.
3. If the student has met the admission requirements of the visiting institution and the student has registered for at least (and normally more than) as many hours at the home institution (Parkland College) as at the cooperating institution, the Financial Aid Consortium Agreement will be approved by the Parkland Office of Financial Aid.
4. The number of hours in which the student has enrolled at the visiting institution will be added to the number of Parkland registered hours in order to determine the student's enrollment status for financial aid awarding purposes (i.e., full-time, 3/4 time, or 1/2 time). Once the student's enrollment status is determined, Parkland will determine financial aid eligibility and award amounts.
5. The student is responsible for any tuition and fee charges incurred at the visiting school.
6. During the semester for which the Financial Aid Consortium Agreement was approved, the student is responsible for immediately reporting any changes in enrollment at the visiting school to the Parkland Office of Financial Aid. **Failure to do so could result in an overpayment of financial aid, and the student would owe a balance to Parkland College.**
7. At the end of the semester for which the Financial Aid Consortium Agreement was approved, the student is responsible for submitting an **Official Transcript (*electronic transcripts preferred*)** from the visiting school to the Parkland College Office of Admissions and Records within 30 days after the end of the semester. **Coursework taken at the visiting school must result in a quality letter grade of A,B,C, or D to receive transfer credit.** If the student fails to submit the required copy of his/her grades within the specified time-frame, the previously approved credit hours from the visiting school used to calculate financial aid will be removed, and all financial aid previously awarded based on those hours will be canceled. **Failure to do so could result in an overpayment of financial aid, and the student would owe a balance to Parkland College.**