



Consortium Agreement

Office of Student Finance

This form must be completed IN FULL and submitted to One-Stop Student Services via Secure File Drop NO LATER than 4:30pm CT the first day of the term that you are applying for. Contact onestop@UND.edu with questions.

Section 1: Student

Please complete the following section.

Name:		ID #:	
Student Major / Program of Study:			
Term Applied For (Semester/Year):			
Host Institution:			
First Day of Semester:		Last Day of Semester:	
Number of credit hours taken at home institution (UND) this semester:		Number of credit hours taken at host institution this semester:	

Please certify that you have read and understand the following statements by initialing each line.

Initial	Statement
	I am requesting a Consortium Agreement between the University of North Dakota (home institution) and the host institution.
	I authorize the release of my academic information from the host institution to UND for the term applied for in this agreement.
	My courses at the host AND home institutions are applicable to my degree/major.
	I confirm I am enrolled in at least one degree-seeking course at UND for the term applied for.
	I understand this Consortium Agreement is ONLY for the term applied for.
	I am responsible for paying my tuition fees and charges at the host institution.
	If my enrollment status changes, I will inform UND One-Stop Services immediately.
	I understand I MUST request my official transcript from my host institution be sent to UND's Office of the Registrar NO LATER than two weeks after semester completion.

I have read and understand my responsibilities under this Consortium Agreement.

Student Name (Printed)	Student Signature	Date
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Section 2: UND Academic Advising

Student: please have a UND academic advisor complete this section.

In order for a student to be eligible for financial aid at UND while attending courses at a host institution, those courses must be applicable to the student's program of study and transferrable. Please consider this when completing the following course grid.

Consortium Agreement FAQ & Walkthrough

FAQ

What is a consortium agreement?

A consortium agreement allows you to receive financial aid while concurrently enrolled at UND (**home institution**) and another collegiate institution (**host institution**) for a semester. Your aid package will be based on the total number of credits attempted between the two campuses for that term.

Are there any restrictions in taking classes outside of UND?

Yes. Any non-UND course must be directly applicable to your UND program of study. In addition, you must be enrolled in at least (1) UND course during that term.

How does the host institution get paid for my classes?

UND will disburse financial aid to you directly; you are responsible for paying tuition, fees, books, etc. If you decide to drop or withdraw from any courses during this term, you are still financially responsible.

How does UND get my grades at the end of the term?

You must request your official transcript from the host institution be sent to UND's Office of the Registrar NO LATER than two weeks after semester completion. Failure to do so can impact future financial aid.

WALKTHROUGH

- **Section 1 should be completed by you, the student.**
 - It is important that all fields are completed.
 - Read each statement and initial to indicate you understand and agree.
 - Print, sign, and date.
- **Section 2 must be completed by your UND academic advisor.**
 - You are responsible for meeting with your advisor to complete this section.
 - For each course you wish to take at the host institution, you will need to provide the course name, course number, and the # of credits you would earn at UND for the course.
 - You are only eligible to take courses through the Consortium Agreement that are applicable to your UND program of study. You will have to affirm that each course is required. Please also select a reason code for why you are taking the course elsewhere.
 - Have your academic advisor sign and provide their contact information.
- **Section 3 must be completed by a financial aid representative at the host institution.**
 - You are responsible for submitting this form to the host institution for completion.
 - The applicable term and number of credits must agree with Section 1.
 - All fields must be completed.
 - The financial aid representative must review and check off on the list of statements before signing at the bottom. They must also provide their contact information.

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