**FINANCIAL AID AND SCHOLARSHIP SERVICES**

**Consortium agreement**
(For Pell Grant & federal loans)

If you need assistance with completing this form, please contact our office at 855-278-5080 or students.asu.edu/contact/financialaid.

**STUDENT INFORMATION**

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<tr>
<th>Last name</th>
<th>First name</th>
<th>Middle initial</th>
<th>10-digit ASU ID</th>
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<tr>
<td>Local street address</td>
<td>City</td>
<td>State</td>
<td>Zip code</td>
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**PURPOSE**

To request federal Pell Grants and direct loans for classes taken at another institution while attending and receiving federal student aid at Arizona State University.

**PROCESSING REQUIREMENTS**

1. Your financial aid file must be complete before this form is processed.
2. Courses taken at another institution under this agreement must apply to your ASU degree program. Any student enrolled through an ASU Online corporate partnership should speak to a corporate enrollment partnership counselor in Financial Aid and Scholarship Services. Be advised that consortium agreements are in some instances limited for students enrolled through these programs.
3. Complete all items on this form. This form will not be processed if any items are left blank or illegible.
4. Use blue or black ink only. Please type or print clearly.
5. If clarification of your situation is necessary, additional information or documentation may be required.

**INSTRUCTIONS**

1. You must complete sections A and D, your ASU academic advisor must complete section B, and your other institution’s financial aid office must complete section C.
2. Attach a copy of your class schedule from your other institution. Be sure it indicates the start and end date of the classes.
3. Attach proof of payment, deferment or pay schedule from your other institution. Be sure it indicates the total amount of tuition and fees charged.
4. Enroll at least half time (six credits for undergraduate students; five credits for graduate students) at ASU for the applicable semester. Students enrolled with Mayo Clinic, the Sandra Day O’Connor College of Law, St. Mary University, or the Concurrent Enrollment Program with the Edson College of Nursing and Health Innovation are required to enroll in at least one ASU class.
5. Request official transcripts from the other institution to be sent to ASU’s Admission Services at PO Box 871004, Tempe AZ 85287-1004. Transcripts must be received within 20 days of the end of the term from the other institution. Failure to do so may have an impact on your financial aid awards and create a bill on your ASU account.
6. Submit this form by uploading to students.asu.edu/forms/consortium-agreement, mail to ASU’s Financial Aid and Scholarship Services at PO Box 870412, Tempe AZ 85287-0412, or in person at any Financial Aid and Scholarship Services location.

**SUBMISSION DEADLINES**

In order for your courses at another institution to be considered for financial aid, you MUST submit this form before the end of business on the first day of classes of session B for the applicable semester. The ASU academic calendar can be found at students.asu.edu/academic-calendar. There are no exceptions for this deadline.

**DISBURSEMENT DETAILS**

You must be enrolled at least half time to receive federal student loans (six credits for undergraduate students and five for graduate students). If you are receiving institutional grants (excluding the federal Pell Grant), they will be prorated based on your ASU enrollment status (i.e., consortium credits do not count). Please see students.asu.edu/forms/consortium-agreement for additional details.

**SECTION A: ENROLLMENT AT OTHER INSTITUTION**

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<th>Course prefix</th>
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<th>Term start date</th>
<th>Term end date</th>
<th>Course title</th>
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REMINDERS

1. You will need to complete these courses with a grade of “C” or better for these credits to transfer to ASU. Failure to do so may have an impact on your current financial aid awards and may create a bill on your ASU student account.
2. Failure to participate in your courses may result in a reduction or cancellation of aid received.
3. If you withdraw from these courses, you must inform ASU’s Financial Aid and Scholarship Services.
4. If you make changes to the courses you plan to take at the other institution, you must complete and submit a new Consortium Agreement form with the new courses listed and all required sections completed, including your ASU academic advisor’s signature on section B, to ASU’s Financial Aid and Scholarship Services.
5. You will receive reminders to request your transcripts throughout the semester in your ASU email. Be sure to check your ASU email regularly.
6. It is your responsibility to ensure that ASU receives your transcripts from the other institution within 20 days after the end of the term for that institution. If ASU does not receive your transcripts by the deadline, we must bill back federal student aid received for those courses.

YOUR NEXT STEPS

1. Contact your academic or faculty advisor at ASU to discuss course eligibility and the following questions:
   1. Will the classes listed in section A apply to my current degree program?
   2. If I receive a “C” or better in the courses listed in section A, will the courses be accepted for transfer?
2. After your appointment with your advisor ask them to confirm the above questions and answers that were discussed with an email. This replaces a formal signature from your advisor. Please use the sample email in section B below.
3. Contact your financial aid advisor at the other institution to discuss course eligibility and the following questions:
   - Am I currently enrolled in classes at your institution?
   - As the host institution, do you confirm that you will not process federal financial assistance for me, that all records will be kept at Arizona State University and that you agree to share information about my enrollment as requested by ASU’s Financial Aid and Scholarship Services?
   - What is your school OPEID number?
4. After your appointment with your other institution’s financial aid advisor, ask them to confirm the above questions and answers that were discussed with an email. This replaces a formal signature from your financial aid advisor. Please use the sample email in section C below.
5. Upload the email responses from both advisors by clicking Upload, then click Submit to complete the submission of this form. By this submission, you certify that you have met with your ASU academic or faculty advisor and the courses taken at the other institution will be applicable to your degree at ASU.

SECTION B: SAMPLE EMAIL TO YOUR ASU ADVISOR

Dear advisor,

I am taking additional courses at <institution name> and need your assistance in order to continue my eligibility for federal financial aid. Your confirmation of our discussion is requested by confirming the answers to the questions we discussed in our appointment. Your email confirmation serves as a signature. I've listed the information below. Please review and reply to this email confirming these answers.

1. Will the classes listed below apply to my current degree program?
   1. <Course name>
   2. <Course name>
2. If I receive a “C” or better in these courses, will they be accepted for transfer?

SECTION C: SAMPLE EMAIL TO YOUR OTHER INSTITUTION’S FINANCIAL AID ADVISOR:

Dear advisor,

I am a degree-seeking student at Arizona State University, and I’m also taking additional courses at <institution name>. I need your assistance in order to receive my full federal financial aid eligibility under a financial aid consortium agreement. Your confirmation of our discussion is requested by confirming the answers to the questions we discussed in our appointment. Your email confirmation serves as a signature. I've listed the information below. Please review and reply to this email confirming these answers. Please also provide the school’s OPE ID number.

1. I am currently enrolled in <insert number of credits> credits for the <XXX> semester at <institution name>.
2. As the host institution, you will not process federal financial aid for this student; all records will be kept at Arizona State University and you agree to share information about my enrollment as requested by ASU’s Financial Aid and Scholarship Services.
3. What is your school’s OPEID number?
## SECTION D: CERTIFICATION AND STUDENT SIGNATURE

1. **Certification:** I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years. I understand that any email communication will be sent to my ASU email account and I should monitor my email regularly. I understand it is my responsibility to ensure that ASU receives my transcripts from the other institution within 20 days after the end of the term for that institution. If ASU does not receive my transcripts by the deadline, I understand that the federal student aid received for those courses will be returned to the Department of Education, resulting in a bill on my student account.

   By checking this box, I certify that I have read all the information located at students.asu.edu/forms/consortium-agreement.

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<th>Student signature</th>
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