

**THE UNIVERSITY OF MONTANA-WESTERN
CONSORTIUM AGREEMENT FOR FINANCIAL AID
POLICIES AND PROCEDURES**

A consortium agreement is an arrangement between eligible institutions that participate in the Title IV Federal Student Aid programs, which allows students to simultaneously enroll at two institutions for the purpose of obtaining a degree or certificate. Course work at the two institutions must be approved in the student's program of study. Courses not included in the students' program will not be funded. Costs for attending both institutions will be combined when financial aid eligibility is calculated and student's eligibility in the Title IV programs will include the total number of approved courses for which the student enrolls at qualified institutions. The agreement is available for situations that the student enrolls at both Western and another accredited institution. If the student is taking classes only from the host institution, and none at Western, the agreement is acceptable for one academic year only.

PROCEDURES

- Step 1. Pick up consortium form in the Financial Aid Office.
- Step 2. List all courses to be taken on the backside of the form. Identify each school course, title, and number of credits.
- Step 3. All courses must be approved by the appropriate University of Montana-Western department chair as valid toward the student's degree on this campus.
- Step 4. Once approved, the consortium form should be returned to the University of Montana-Western Financial aid Office for review and signature as the home school.
- Step 5. Western will then send the agreement to the requested host school.
- Step 6. Upon its return from the host school, the consortium will be validated and the financial aid may be awarded.
- Step 7. Distribution of financial aid varies on several factors.

Preferred method is for the student to pay at the host school and send a paid receipt to the University of Montana-Western Financial Aid Office. The Business Office will then release the check directly to the student.

If the student must use financial aid to pay the host school, payment must be coordinated between the Business Office and the host school.