

Consortium Agreement Form

Form Instructions

Students who have been approved to enroll in courses elsewhere by the Office of the Registrar at Christopher Newport University must complete this form in order to be considered for financial aid. *This form is **not** required for students taking courses through the Virginia Tidewater Consortium.*

- Step 1:** Section I of this form must be completed and signed by the student.
- Step 2:** Section II of this form must be completed and signed by an authorized official from the Host Institution. The authorized official is designated by the Host Institution, and not Christopher Newport University.
- Step 3:** Attach a copy of your approved, **Request to take Course(s) Elsewhere Form** and a copy of your class schedule (or confirmation of registration) to this form and submit it to the Office of Financial Aid at Christopher Newport University.

Consortium Agreement Policy

The Consortium Agreement refers to the two colleges/universities as the “Home Institution” and the “Host Institution”. The **Home Institution** is the school where the student is fully matriculated and from which he/she will earn a degree. The **Host Institution** is where the student temporarily takes courses, whose credits will be transferred back to his/her Home Institution.

Guidelines for receiving financial aid under a Consortium Agreement:

1. Must be a degree-seeking student at Christopher Newport University.
2. Must complete a Free Application for Federal Student Aid (FAFSA) for consideration of need based aid and add the Christopher Newport University school code: 003706.
3. Must submit a complete and signed Consortium Agreement Contract, Christopher Newport University Course Approval Form and a copy of your class schedule to confirm your registration.
4. Must submit an official transcript to Christopher Newport University confirming completion of courses for the semester attended within 30 days of the last date of enrollment at the Host Institution.
5. Must maintain the standards of Satisfactory Academic Progress (SAP) set by Christopher Newport University if receiving federal and/or state aid.

The Consortium Agreement will allow Christopher Newport University to disburse financial aid based on a student’s combined enrollment at both institutions. Once Christopher Newport University fees are paid, Christopher Newport University will refund any excess financial aid to the student, according to the student’s selected method of refund. The student is responsible for payment of all charges to the Host Institution.

If a student fails to submit a final transcript to Christopher Newport University and/or fails to complete the approved courses, the aid disbursed is subject to cancellation and may be returned to the appropriate funding source(s). Students will be responsible for payment of the full balance incurred due to the cancellation of aid. In addition, students will not be considered for future aid due to the inability to calculate Satisfactory Academic Progress (SAP).

Section I: To Be Completed by the Student

Name: _____

Christopher Newport Student ID #: _____

By signing this consortium agreement, I (the student) agree to:

- Notify the Office of Financial Aid at Christopher Newport University if there is a change in my enrollment status at either institution.
- Authorize the Host Institution to release any required information to finalize my financial aid at Christopher Newport University.
- Take responsibility for payment arrangements at the Host Institution.
- Request an official transcript confirming completion of courses for the term attended within 30 days of my last day of enrollment at my host school.

Student's Signature: _____ Date _____

Section II: To Be Completed by the Host Institution

This Consortium Agreement will allow Christopher Newport University to disburse financial aid based on the student's combined enrollment at both institutions. Once Christopher Newport University fees are paid, Christopher Newport University will refund any excess financial aid to the student. **The student is responsible for payment of all charges at the Host Institution.**

Enrollment Status	
Name of Host Institution:	
Christopher Newport University Enrollment Period (ex. Fall 2023)	
Dates of Enrollment:	From _____ to _____
Number of Credits Enrolled at Host Institution:	
Expected Number of Credits to Transfer to Christopher Newport University:	
Cost of Attendance at Host Institution	
Tuition and Fees:	\$
Transportation:	\$
Books and Supplies:	\$
Room:	\$
Board:	\$
Personal/Other:	\$
Total Cost of Attendance:	\$

Under this agreement, the Host Institution:

- Will notify Christopher Newport University if the student withdraws or drops below the required enrollment.
- Will NOT process any federal or state aid during the above period of enrollment.
- Will submit an official transcript confirming completion of courses for the term attended within 30 days of the last day of enrollment at the host school.

Authorized Official Signature Date Printed Name and Title

(Area Code) Telephone Number E-mail Address