

CONSORTIUM AGREEMENT FORM

Form Instructions

Students who have been approved to enroll in courses elsewhere by the Office of the Registrar at CNU 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 CNU.
- Step 3:** Attach a copy of your signed **CNU Course Approval 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 CNU.

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 CNU.
2. Must complete a Free Application for Federal Student Aid (FAFSA) for consideration of need based aid and add the CNU school code: 003706.
3. Must submit a complete and signed Consortium Agreement Contract, CNU Course Approval Form and a copy of your class schedule to confirm your registration.
4. Must submit an official transcript to CNU 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 CNU if receiving federal and/or state aid.

The Consortium Agreement will allow CNU to disburse financial aid based on a student’s combined enrollment at both institutions. Once CNU fees are paid, CNU 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 CNU 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).

