



## Consortium Agreement Form 25-26

### KEY TERMS:

**Consortium Agreement:** a written agreement that allows students enrolled simultaneously at two schools receive academic credit toward their degree or certificate AND is offered student financial aid, usually at the Home School, based on the total hours of enrollment at both schools.

**Home School:** The school where the student is enrolled and will earn a degree.

**Host School:** The school where the student will complete part of their program requirements through a consortium agreement.

### Consortium Agreement Terms and Conditions: Read and keep a copy for your records.

Washington State University (WSU) students who plan to concurrently enroll at a **Host School** during a term may use this form to document course work and costs at the Host School. Under this agreement, WSU will act as the **Home School** (the school administering financial aid and awarding your degree). **Only the Home School may disburse financial aid for the term.**

1. WSU will disburse financial aid, monitor Satisfactory Academic Progress (SAP), and report enrollment to the National Student Clearinghouse. Only the Home School may disburse financial aid for the term. WSU will not process agreements with clock-hour Schools. See SAP requirements: <https://financialaid.wsu.edu/sap-requirements/>
2. You must submit an unofficial transcript from the Host School at the end of the term to WSU SFS. We will hold financial aid for future terms until we receive an unofficial transcript. You must also send an Official Transcript to WSU Admissions.
3. You are responsible for reporting enrollment changes at WSU and the Host School during the term. If you drop or withdraw from courses at your Host School, you must submit an official receipt of your dropped courses to your consortium liaison at WSU. Please be aware that dropping or withdrawing from classes in your consortium agreement may affect your SAP. You may only completely withdraw from a consortium agreement twice. If you drop all courses at both Schools, WSU will perform a Return of Title IV funds calculation and may return funds to the federal government. This could result in a bill on your student account.
4. Financial aid will be disbursed according to the WSU disbursement schedule. Consortium agreements can cause a delay in disbursements, so plan accordingly.
5. You are responsible for paying tuition, fees, and other charges at the Host School. Funds are not transferred from one school to another; the student is responsible for payment of all charges at the Host Institution.
6. You understand that you are authorizing WSU and the Host School to share information about your educational records.
7. WSU Student Financial Services can only accept consortium agreement forms through the fifth week of classes for fall semester. Spring semester consortiums will warrant an exception to the census date if the student is not able to enroll in spring quarter classes at their Host school until after this point. Check with your Consortium Campus Liaison for more details.
8. Consortium Agreements are not permitted for WSU Summer term. Unless approved by appeal due to extenuating circumstances.



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**Students must attach the following to their Consortium Agreement Form:**

- Proof of Enrollment:** a screenshot showing your enrollment at your HOST School. Please make sure the screenshot shows your name and the name of the class(es) and the HOST School's name.
- Itemized Account Summary or Billing Statement:** A screenshot of the itemized costs you have at your HOST School for this term including your name and the name of the HOST School.

**Eligibility Requirements:**

- Student must be degree-seeking.
- The student must be unable to take the course(s) at WSU because WSU does not offer the course at all or does not offer it in the term or at a time the student needs to take it to stay on track for their degree.
- Submitted a FASFA for 25-26
  - Student must be receiving State or Federal Grants, or Federal Loans at WSU.
  - Occasionally we can make an exception through a Professional Judgement process to allow a student to receive a scholarship if donor requires full time enrollment.
- Student must be enrolled in 6 semester credits at WSU.
  - You must be taking a minimum of 6 WSU credits for the entire term to be eligible to receive and keep your financial aid awarded due to your Consortium Agreement. If you drop any courses, your financial aid could be returned, creating a balance on your student account.
- Student must enroll in 100 level coursework or higher.
- WSU Academic Advisor must certify that the coursework at the Host School is applicable to a student's WSU degree or financial aid eligible certificate.
- Host School's financial aid office must certify student's registration, tuition, & mandatory fees, and confirm financial aid is not disbursed at host school.

**Section 1: Student Information: To be completed by the student**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

HOME School: WSU Campus: \_\_\_\_\_ WSU Student ID#: \_\_\_\_\_

HOST School: \_\_\_\_\_ Host School Student ID #: \_\_\_\_\_

WSU Term (one term per consortium agreement):  
 Fall Semester 2025    Spring Semester 2026    Other (by exception only)

Host School Term:  
 Fall    Winter    Spring    Summer    2025    2026    Semester    Quarter    Other: \_\_\_\_\_

WSU Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

I have read, and I understand the process, eligibility requirements and notices on page 1 & 2.  
I have attached the following from my Host School:    Proof of Enrollment    Itemized Billing Statement

Student's signature \_\_\_\_\_ Date \_\_\_\_\_



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Student name: \_\_\_\_\_ WSU ID#: \_\_\_\_\_

HOST School: \_\_\_\_\_ Host School Student ID #: \_\_\_\_\_

**Section 2: WSU Academic information and approval: to be completed by the WSU Academic Advisor.**

**WSU Semester credits** \_\_\_\_\_ + **HOST Semester credits** \_\_\_\_\_ = Total Semester Credits \_\_\_\_\_  
(Minimum 6 credits at WSU) (calculate from quarters if needed)

**APPROVED ENROLLMENT AT HOST SCHOOL:**

COURSE NAME/ NUMBER	COURSE DESCRIPTIVE TITLE	COURSE START AND END DATES	COURSE CREDITS	SEMESTER CREDIT VALUE*

Student's Degree & Major/Program: \_\_\_\_\_

**As the student's WSU Academic Advisor, I certify that:**

- The course(s) the student is enrolled in at the HOST School are applicable to the degree, either as a program requirement or as general education.
- The student cannot take the course at WSU due to a scheduling conflict, lack of offering this term, or at a time when the student is able to enroll. Allowing the student to take this course at the HOST school will allow the student to stay on schedule to graduate.
- The student has not previously earned credit for these courses, nor has the student transferred these courses to WSU.
- If the student has earned an AAOT, ASOT, or has over 120 lower division transfer credits, I certify that the student must take these courses at the Host school for the degree program at WSU.
- I have confirmed with the student that their current degree program is accurate in WSU's records.

WSU Academic Advisor signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Email Address \_\_\_\_\_

**1.5 QUARTER CREDITS = 1 SEMESTER CREDIT**

**QUARTER CREDITS TO SEMESTER CREDITS CALCULATION:** Divide Quarter credits by 1.5 to get Semester Credits

QUARTER CREDITS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
SEMESTER CREDITS	0.67	1.33	2	2.67	3.33	4	4.67	5.33	6	6.67	7.33	8	8.67	9.33	10



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**Student name:** \_\_\_\_\_ **WSU ID#:** \_\_\_\_\_

**HOST School:** \_\_\_\_\_ **Host School Student ID #:** \_\_\_\_\_

**Section 3: To be completed by HOST School Financial Aid Office**

By signing here, I confirm the host school is Title IV eligible

I confirm that the Host school will NOT will disburse financial to the student for the term listed.

The student's mandatory fees and tuition costs for the term at the HOST School: \$ \_\_\_\_\_  
• Include Housing and Food if student living on campus at the HOST School

HOST School Financial Aid Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Comments:**