

# Connecticut Community College System Consortium Agreement Request

**Step 1: To be completed by the student**

Home School: Manchester Community College  
(Institute granting student's degree or certificate)

Host School: \_\_\_\_\_  
(Institute student is visiting to take courses)

Address: Great Path, MS # 11 PO Box 1046  
Manchester CT, 06045

Address: \_\_\_\_\_  
 \_\_\_\_\_

The schools above are herein entering into a Consortium Agreement for **(print legibly, please):**

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

Student ID: @ \_\_\_\_\_

Academic Program: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

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

**Special instructions to the student:**

The student must:

- Be enrolled in an eligible degree or certificate program; must have been approved for financial aid and be making satisfactory academic progress at your Home School during the semester you are applying for this agreement.
- Take only a course(s) at the Host School that is (are) required for the completion of your certificate or degree program at your Home School. Courses must be approved by your Home School Advisor.
- Submit a grade transcript from the Host School to your Home School Registrar's Office upon completion.
- **You are responsible for purchasing any books associated with courses covered by this agreement. Books are not covered by financial aid under this agreement.**
- Be aware that financial aid is awarded and disbursed by your Home School only.
- Please be advised that the Host School may require payment of tuition and/or fees from you at the time of registration *regardless of your financial aid status*. If this request is submitted late, you must pay the Host School.
- The Home School will make every effort to transfer the funds directly to the Host School. However, if the Host School does not bill, or bills late, the Home School will disburse the award directly to the student, and the student will be responsible for paying the Host School directly. If the eventual aid award is insufficient to cover all costs, the student will be responsible for all remaining expenses due to the Home and/or Host School.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Semester/Year (select one)

Fall

Spring

Summer

Course(s) student will be enrolled in at **HOME SCHOOL:**

Course Title	Course #	# of Credits

Course(s) student will be enrolled in at **HOST SCHOOL:**

Course Title	Course #	# of Credits

# Connecticut Community College System Consortium Agreement Request

I certify that the course(s) listed above are required to fulfill degree/certificate requirements at the Home School.

**Authorized Signature of HOME School Official:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Telephone

\_\_\_\_\_  
Date

**Step 2: To be completed by the Home School Financial Aid Office**

**Statement of Purpose**

The Consortium Agreement will allow the **Home School** to disburse financial aid based on the student's combined enrollment at both institutions. The **Home School** is responsible for determining financial aid eligibility, awards, disbursing aid, returns, monitoring Satisfactory Academic Progress and reporting requirements for institutional, state, and federal aid. The **Home School** will seek to verify enrollment at the Host School during the period of enrollment, and will also seek final grades for the student at the conclusion of the period of enrollment.

**The Home School will process financial aid according to the method below:**

**If the student is attending another Connecticut Community College:**

After Home School charges are paid, the Home School will transfer remaining financial aid funds to the Host School for the direct charges itemized by the Host School. The student shall be responsible for paying any difference in tuition and fee charges. **The student is responsible for the purchase of their books at the Host School.**

**All other institutions:**

After Home School charges are paid, the Home School will disburse any excess aid to the student. The student is responsible for using any financial aid refunds to pay the charges to the Host Institution.

Estimated Financial Aid Funds to be transferred by Home School: \$ \_\_\_\_\_

Estimated Out-of-Pocket Book/Supply Costs to the Student: \$ \_\_\_\_\_

**Step 3: To be completed by the Host School Financial Aid Office (or attach Registration Form):**

Period of Enrollment and Registered Courses:

Semester/Year (select one)	Fall	Spring	Summer
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Courses for which the student is registered:

Course Title	Method of Class Delivery (In Person or Online)	Course #	# of Credits

Cost for Total Credits: Tuition: \$ \_\_\_\_\_ Fees: \$ \_\_\_\_\_ **Total:** \$ \_\_\_\_\_

**NOTE:** The Host School will notify the Home School if the Student withdraws from any of the above courses at any time during the enrollment period.

**Home School**

**Host School**

Authorized Official: \_\_\_\_\_

Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_