Office of Financial Aid, Erwin 104
1 College Circle, Geneseo, NY 14454
Phone: 585-245-5731 Fax: 585-245-5717

Consortium Agreement Guidelines and Information Sheet

A Consortium Agreement is an arrangement between SUNY Geneseo, your "home" school, and another college/university, "host" school, where the home school will recognize your registration at the host school for the purpose of determining federal student aid eligibility, as allowed in Part 668.19, Student Assistance General Provisions and Part 690.8, Pell Grant Program, Codes of the US Department of Education Federal Regulations. *College/universities are not required to accept Consortium Agreements from other schools.*

The Deadlines: **Summer 2012 -** July 15th **Fall 2012 -** September 30th **Spring 2013 -** February 28th

The Process

1) **COMPLETE THE FAFSA**: To be considered for Financial Aid, the student must have a valid Free Application for Federal Student Aid (FAFSA) on file with the Office of Financial Aid at Geneseo.
2) **OBTAIN COURSE APPROVALS**: The student must provide to the Office of Financial Aid a Course Approval signed by Geneseo's academic Dean indicating that the course(s) that he/she intends to take at their host school will transfer back to Geneseo. The courses listed on the Course Approval must match the courses that the student is registered for at the host school.
3) **REGISTER AT HOST SCHOOL**: Once registered at the host school, the student obtains the Consortium Agreement from Geneseo's Office of Financial Aid.
4) **COMPLETE STUDENT ITEMS ON CONSORTIUM AGREEMENT**: The student is responsible for completing all of Part I and the student information on top of page 3. Do not leave any items blank or the application will be considered incomplete and not processed.
5) **SUBMIT REQUIRED DOCUMENTATION BEFORE THE SEMESTER DEADLINE**: The request will be considered incomplete and not processed if any required items are missing.
6) Geneseo's Office of Financial Aid will complete Part II and fax the Consortium Agreement with a request to defer payment to the host school, if required.
7) If the host school agrees to enter into such an agreement, then its Financial Aid Office must complete Part III and return the form to Geneseo's Financial Aid Office.

Important Information:

- If the Host Institution does not agree to enter into a Financial Aid Consortium Agreement with Geneseo, then the student will be ineligible for payment of financial aid funds until the courses are transferred back to Geneseo.
- If this consortium is intended for a summer period and the student wishes to receive financial aid, the student must complete the Summer Application for Financial Aid. This application will always be made available at the Office of Financial Aid by April 1st, for the upcoming academic year.
- If studying abroad, the student will also need to provide a copy of their program admit letter as well as the program cost sheet to the Office of Financial Aid.
- The student is ultimately responsible for payment of all charges at the host school. Payment to the host school MAY be due prior to the disbursement of your financial aid at Geneseo. It is ultimately the student's responsibility to make arrangements with the host school to request payment deferment.
- The student must provide proof of course completion to SUNY Geneseo.

We will **not** process late or incomplete Consortium Agreements. Please contact the Office of Financial Aid at Geneseo if you have any questions concerning this process.

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2012-13 Consortium Agreement Request

A Consortium Agreement is an arrangement between SUNY Geneseo, your "home" school, and another college/university, "host" school, where the home school will recognize your registration at the host school for the purpose of determining federal student aid eligibility, as allowed in Part 668.19, Student Assistance General Provisions and Part 690.8, Pell Grant Program, Codes of the US Department of Education Federal Regulations.

The Agreement is for determination of financial aid eligibility. It does not guarantee that your bill at the host institution will be deferred until your federal student aid disburses through your account at SUNY Geneseo. The Office of Financial Aid will forward a copy of the Agreement to the Geneseo's Student Accounts Office. If you have enough aid to cover your charges at Geneseo, our Office of Student Accounts will forward the remaining aid to the host institution.

Part I: Student Information & Instructions

To be completed by the student: Do not leave any items in Part I blank.

Print Name: _____ **G00:**_____

I, the above named student, would like to request a Consortium Agreement between my home school, SUNY Geneseo, and the Host School indicated below.

Enrollment Term at Host School: ___Summer 2012 ___Fall 2012 ___Spring 2013

Credit Hours to be taken at Host School: _____ **Credit Hours to be taken at SUNY Geneseo:** (during the same term)_____

Host School Name: _____

Mailing Address for Payment: _____

_____

Phone: (_____) _____ **Fax: (_____)** _____ **Host School Student ID Number, if known:** _____

Please list any aid received through Host School or source other than Geneseo: _____

A. Deadlines & Required Documentation

Deadlines: **Summer:** July 15th **Fall:** September 30th **Spring:** February 28th

Documentation:

- ☐ 2012-13 Consortium Agreement Request
- ☐ Proof of Registration at the Host School
- ☐ Complete Course Approval(s) from our Dean of the College
- ☐ Copy of your bill at the Host School

If participating in a Study Abroad Program through *a non-SUNY school*, you, also, must attach this additional information:

- ☐ Acceptance Letter into the Study Abroad Program
- ☐ Cost Sheet for Study Abroad Program

B. Student Acknowledgement

Under this Agreement, I, the student:

- ☐ Am a matriculated student and in good academic standing at SUNY Geneseo.
- ☐ Will take courses at the Host Institution which, when transferred, will be used towards completion of my degree.
- ☐ Will notify SUNY Geneseo's Office of Financial Aid if I do not begin attendance at the Host School for the above stated period.
- ☐ Will be responsible for making any necessary financial arrangements to pay the Host School and SUNY Geneseo.
- ☐ Will provide proof of course completion to SUNY Geneseo at the end of the Study Abroad program or course.
- ☐ Will receive Federal Title IV Student Aid through SUNY Geneseo only.
- ☐ Have read and understand all of the information provided to me on the Guideline & Information Sheet attached to this form.
- ☐ Grant permission to the visiting institution to release my financial aid and enrollment information to SUNY Geneseo.

Student Signature: _____ **Date:** _____

To be completed by the student:

PRINT Student Name:_____ **Host School Student ID Number:** _____

If student ID number unknown, provide: **Last Four (4) digits of SSN:**_____ and **Birthdate:** MONTH_____DAY_____YEAR_____

Part II: SUNY Geneseo Financial Aid Information

Under this Agreement, the home school, SUNY Geneseo, agrees to process the student's Title IV financial aid application and provide payment of funds, if eligible, for the consortium term. Disbursements typically occur on or shortly after the listed dates. If the student has a balance due to SUNY Geneseo, that amount is paid first and any remaining financial aid will be forwarded to the Host School.

Student's Estimated Aid for Term _____			
Source	**Amount**	**Source**	**Amount**
Pell Grant	$	PLUS/Alternative Loan (net)	$
Student Direct Loans (net)	$	NYS Grants/Scholarships	$
Perkins Loan	$	Other	$

Anticipated Disbursement Dates for Federal Aid, except Pell*		
Summer	**Fall**	**Spring**
May 14, 2012	August 17, 2012	January 12, 2013
June 26, 2012	October 23, 2012 (2nd disb for fall only loan)	March 19, 2013 (2nd disb for spring only loan)
*Pell disburses after July 7, 2012	*Pell disburses after September 10, 2012	*Pell disburses after February 4, 2013

Geneseo Financial Aid Officer's Signature: _____ **Date:** _____

Financial Aid Officer's Printed Name: _____ **Phone:** (585) 245-5731

Financial Aid Officer's Email: _____@geneseo.edu **Fax:** (585) 245-5717

Part III: Host School Financial Aid and/or Student Accounts Information

Under this Agreement, the Host School certifies that the above named student is registered at the host school during the applicable term. The Host School agrees to allow SUNY Geneseo to provide Title IV federal student aid and acknowledges the payment schedule outlined in Part II of this Agreement. If aware, the Host School will inform SUNY Geneseo if the student withdraws before the end of the period of attendance applicable to the Agreement.

A. Course Information

Course Number	**Course Name**	**Credit Hours**

Enrollment Term:

- ☐ Summer 2012
- ☐ Fall 2012
- ☐ Spring 2013

B. Student Account Charges

Based on the above registration, please provide the following amounts:

Tuition: _____ **Fees:**_____ **Other mandatory course fees/costs:** _____

☐ Check here if this Consortium Agreement will be used to defer payment at your institution until his/her financial aid is processed at SUNY Geneseo.

Financial Aid Officer's Signature: _____ **Date:** _____

Financial Aid Officer's Printed Name: _____ **Phone:** (_____)_____

Financial Aid Officer's Email: _____@_____.edu **Fax:** (____)_____

Please return this form to:

SUNY Geneseo, Office of Financial Aid, 1 College Circle, Geneseo, NY 14454 or Fax: (585) 245-5717