

# Consortium Agreement Request Form

South Seattle College Financial Aid Office

Name \_\_\_\_\_ EMPLID \_\_\_\_\_

**Your Home School: South Seattle College**

*\*\* Your home school is the school which is providing you with financial aid and from which you will receive your degree or certificate. \*\**

Program of Study \_\_\_\_\_ Quarter \_\_\_\_\_

I am requesting that I be allowed to count the credits listed below towards my financial aid credit requirements at my home school. These credits are part of my degree or certificate program listed above and I have attached a degree audit confirming the credits are required for this degree. These credits are transferable to my home school, I have read and understood the Consortium Agreement Information on the reverse side of this document.

Class \_\_\_\_\_ College \_\_\_\_\_

Class \_\_\_\_\_ College \_\_\_\_\_

Class \_\_\_\_\_ College \_\_\_\_\_

**Please explain the reason for your request:** (Please print, then sign and date below)

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## Student Notification

Your Home School will notify you in writing as to whether or not your consortium agreement application has been approved. If your consortium agreement is approved, you must submit an Official Transcript Evaluation within eight (8) weeks of course completion. *Note:* If you are attending Seattle Central College or North Seattle College, an Unofficial Transcript can be accepted WITH an Incoming Transcript Evaluation Request Form.

## To be completed by Academic Advisor at the Home School

I certify that the courses listed above DO \_\_\_\_\_ or \_\_\_\_\_ DO NOT satisfy course requirements for the current degree or certification program. Official credit evaluation is completed upon receipt of official transcripts by Credentials Evaluators.

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Phone Number \_\_\_\_\_

(Please print, then sign and date above)

To be completed by the Financial Aid Office at the Home School

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

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

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## Instructions

A consortium agreement allows credits taken at another school (Host School) to be used to meet financial aid credit requirements at the student's Home School. The "Home School" is the school which is providing the student with financial aid and from which the student will receive a degree or certificate. The student can receive financial aid only from the Home School. **Please note: even with an approved Consortium Agreement, the student is required to pay for classes themselves at the Host School.**

## Requirements

To be eligible to receive a consortium agreement for a specific quarter, the following requirements must be met:

1. The courses you take at the Host School must satisfy program requirements that you have not already met and must be transferable to your Home School.
2. The courses you take at the Host School are either:
  - a. not offered at your home school for the particular quarter; or
  - b. are offered for the particular quarter, but the class time(s) conflict with other courses you wish to take
3. You must pay for classes yourself at the Host School, even with an approved Consortium Agreement.
4. You must submit a copy of an unofficial grade transcript from your host school at the end of the quarter.

## Application

If the credits you are interested in taking at another school meet the requirements listed above, you can apply for a consortium agreement. The application steps are as follows:

1. Complete the "Consortium Agreement Request Form" on the reverse side of this document.
2. Ask your Academic Advisor at your Home School to complete their section of the application.
3. Attach a copy of your course registration from the Host School.
4. Submit the completed application to the Financial Aid Office at your Home School.

## Deadline

To avoid delays in receiving your financial aid, it is strongly recommended that you submit the completed application to the Financial Aid Office at your home school at least three (3) weeks prior to the start of the quarter, **but no later than ten (10) days when the quarter begins.**

South Seattle College  
6000 Sixteenth Avenue SW  
Seattle, WA 98106-1499  
(f): (206) 934-7947

<http://www.southseattle.edu/financial-aid>

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