Please read and complete the Consortium Agreement Student Contract. This contract must be received by the Washburn University Financial Aid Office before a consortium agreement can be sent to your host school and your financial aid can be disbursed. The Consortium Agreement Student Contract must be completed each academic year.

Consortium Agreements
You may only receive financial aid at one school at a time. So, if you are attending both Washburn University and another college, you may only have aid for part of your enrollment hours unless a consortium agreement is completed. This contract allows one college to count the hours being taken at the other school in the aid calculation. This typically results in more aid being made available. The university from which you are earning a degree is called the 'home school', while the other college is considered to be the 'host school'. The home school typically initiates the consortium agreement at your request.

Before initiating a consortium agreement, you must:

• Be admitted to Washburn University as a degree-seeking student.
• Plan to enroll at another Kansas institution.
• Take only hours required for completion of your Washburn degree. Adding hours after financial aid is disbursed will not increase your financial aid. You must be enrolled in at least half time at Washburn in order to set up a consortium agreement.
• The student is responsible for notifying our office and the host school if you withdraw from your classes.
• A scholarship requires a student to be enrolled in twelve credit hours at Washburn.
• If you receive a scholarship from Washburn University, you must be enrolled as a full-time student at Washburn University in order to use your scholarship.

Step 1 – Speak to your Advisor
Upon approval, your advisor will e-mail Washburn’s Financial Aid Office the following: Your name, WIN number, name of the other institution you will be attending, and a statement that the hours at the host institution will apply toward your degree at Washburn.

Step 2 – Washburn Financial Aid Office Sends Consortium
Consortium contract will be sent to the host institution with the following information:

• Washburn will disburse your financial aid
• Terms of the consortium agreement
• Total number of enrolled hours at Washburn
The consortium contract will need to be certified by the other school you are attending. Some schools wait until several weeks after the semester starts before certifying the agreement. You will be responsible for making payment arrangements for your tuition, books and fees at each school.
You are responsible for having a transcript from the host school with your consortium hours sent to Washburn’s Admission Office upon completion of the semester.
Grades for hours at the host school will be combined with Washburn grades and reviewed for compliance with Washburn’s Satisfactory Academic Progress Policy.

Step 3 – BEFORE Financial Aid Disbursement
Both Washburn and the other school must certify your enrollment.
The next semester’s financial aid will not be disbursed until your satisfactory academic progress has been reviewed and approved. Washburn must have your academic transcript from the other school from the previous semester.

Signature
Phone Number

Date
Email Address