



FINANCIAL AID OFFICE
 620 W. Clairemont Avenue • Eau Claire, WI 54701-6162
 (715) 833-6252 or 1-800-547-2882
 Fax (715) 833-6293

CONSORTIUM AGREEMENT REQUEST

This completed form, together with a copy of the student's schedule from the visiting school (school student is attending in addition to Chippewa Valley Technical College), must be submitted to the Chippewa Valley Technical College (CVTC) Financial Aid Office **by the first Friday of the term.**

To be completed by student:

I hereby authorize that information regarding my enrollment and cost of attendance for the courses listed below be shared with the Financial Aid Office at CVTC.

I also understand that at the end of the term I am responsible for providing the CVTC Financial Aid Office with either an official or unofficial transcript from the visiting school. If a transcript is not provided, future aid cannot be disbursed.

 Student Name (Last, First, MI)

 CVTC Student ID No.

By signing this agreement I certify that I have read and understand the conditions listed on page 2 of this document.

 Student Signature

 Date

To be completed by CVTC counselor:

Program Name: _____

Name of Visiting School(s): _____

Name of Course(s): _____

Number of Credits: _____

I verify that the course(s) listed above will apply to the student's program degree or is/are a part of an interwoven program agreement.

 Counselor Signature

 Date

FINANCIAL AID CONDITIONS FOR CVTC PROGRAM STUDENTS TAKING COURSES AT ANOTHER SCHOOL

1. The student must be seeking a degree in a financial aid eligible program at CVTC (home school), and the course(s) taken at the other school (visiting school) must apply towards the student's program degree at CVTC or be a part of an interwoven program agreement.
2. The student must complete the registration process at the visiting school and pay for classes with their own resources.
3. The student must present a copy of their schedule, together with this completed form, to the CVTC Financial Aid Office **by the first Friday** of the term.
4. Upon receipt of the above items, a consortium agreement will be created between CVTC and each school listed on page 1 of this Consortium Agreement Request.

Credits will not be added to the student's enrollment status until the consortium agreement is signed by both participating schools.

5. Enrollment and budget information will be exchanged between schools to determine the student's eligibility, calculate financial aid awards, disburse funds, monitor satisfactory progress, and distribute any refund/repayment.
6. The student must inform the CVTC Financial Aid Office if they drop or withdraw from any course covered by this Consortium Agreement Request.
7. At the end of the term the student is responsible for providing the CVTC Financial Aid Office with either an official or unofficial transcript from the visiting school.

If an official transcript is provided, the CVTC Financial Aid Office will confirm grades and forward the official transcript to the Registrar's Office for inclusion in the student's academic record.

Failure to submit grades at the end of the term will make the student ineligible for future aid.

8. If verification of enrollment is needed for an insurance company or other outside agency, the combined credit enrollment status will be used.