

# THE UNIVERSITY OF NORTH ALABAMA

## STUDENT FINANCIAL AID CONSORTIUM AGREEMENT:

- Consortium agreements are a binding agreement between schools which enables a student to receive federal aid from The University of North Alabama while being enrolled as a student at another school. The university from which a student intends to earn a degree is called the 'home institution', while the other school is considered to be the 'host institution'.
- **Students must be enrolled in a minimum of 3 credit hours required for their degree program at UNA if they are requesting UNA to process federal aid awards based on the consortium agreement.**
- Students should only complete a consortium agreement when they have enrolled in at least three credit hours at UNA during the term of the agreement for the purposes of receiving financial aid based on the combined credits at both schools. If the student withdraws or drops below half time they may lose eligibility for some or all of the awarded financial aid.

There are four sections to the agreement, all of which must be completed in full before the agreement can be processed. Students and advisors please review the information and instructions below for assistance in completing this form.

### Student Checklist:

- \_\_\_ Complete Section I of the agreement.
- \_\_\_ Meet with your academic advisor or department representative to have Section II completed.
- \_\_\_ Make sure you are meeting Satisfactory Academic Progress requirements and you are enrolled in a degree seeking program and meet all other financial aid eligibility requirements according to UNA policy.
- \_\_\_ Contact your host school's Office of Student Financial Aid to have Section III completed and follow up later to make sure the completed form has been forwarded to UNA's Office of Student Financial Aid.
- \_\_\_ It is recommended that you coordinate the completion of the agreement between all parties. The completed agreement must be submitted to UNA's Office of Student Financial Aid for your award to be reviewed. **Partial or incomplete agreements are not accepted and will not be processed.**
- \_\_\_ Check with your host school to determine when its enrollment fees must be paid. Even if payment is due prior to financial aid being disbursed at UNA, you may be obligated to pay your host school in a timely manner.

### UNA Academic Advisors:

- The purpose of a consortium agreement is to allow The University of North Alabama to consider the enrollment hours and costs to attend another school for the purposes of receiving federal aid while making progress towards completing an academic degree.
- Academic advisors or departmental representatives must certify that the courses listed in the agreement are transferable and applicable toward the student's degree requirements.

# THE UNIVERSITY OF NORTH ALABAMA

Name (printed)

L.#

Phone#

Section I. To be completed by the student.

By signing below you confirm that you are a degree seeking student who intends to receive federal aid at The University of North Alabama while enrolled in transferable courses at a host institution.

**Payment Procedures: As always it is the student's responsibility to ensure all fees are paid to each institution by that institution's required payment deadline. The institutions do not forward payments on behalf of the students involved in a dual-enrollment arrangement.**

**\*\*\*Request NW-SCC transcripts be forwarded to UNA at the end of the semester\*\*\***

\_\_\_\_\_  
Student's Signature

Section II. To be completed by the student's UNA academic advisor.

The student listed above intends to enroll in the following courses at Northwest-Shoals Community College (host school). These courses are the academic equivalent to The University of North Alabama courses listed. (Please attach additional courses on a separate sheet, if necessary.)

Course: \_\_\_\_\_

UNA Equivalent: \_\_\_\_\_

Course: \_\_\_\_\_

UNA Equivalent: \_\_\_\_\_

Course: \_\_\_\_\_

UNA Equivalent: \_\_\_\_\_

Course: \_\_\_\_\_

UNA Equivalent: \_\_\_\_\_

My signature below confirms that the courses to be taken at Northwest-Shoals Community College (host school) will be accepted as partial fulfillment of the requirements for the above named student's degree at The University of North Alabama.

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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

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

\_\_\_\_\_  
Name L#

Section III. To be completed by the host (visiting) institution.

Name of Host Institution: Northwest-Shoals CC Semester: Fall\_\_\_\_Spring\_\_\_\_Summer\_\_\_\_

Dates of Enrollment: from \_\_\_\_\_ to \_\_\_\_\_ Total Enrolled Credit Hours: \_\_\_\_\_

Educational Costs for Dates of Enrollment: Office Name: \_\_\_\_\_

Tuition and Fees: \$ \_\_\_\_\_ \_\_\_\_\_

Room and Board: \$ \_\_\_\_\_ Address: \_\_\_\_\_

Books and Supplies: \$ \_\_\_\_\_ \_\_\_\_\_

Personal: \$ \_\_\_\_\_ \_\_\_\_\_

Travel: \$ \_\_\_\_\_ \_\_\_\_\_

Total: \$ \_\_\_\_\_ Comments: \_\_\_\_\_

**Amount Due:** \$ \_\_\_\_\_ \_\_\_\_\_

Under this agreement the host institution agrees to notify The University of North Alabama if the student withdraws or drops below the required enrollment and will not process any federal or state aid during the period of enrollment noted above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name(printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number Fax Number

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

Section IV. To be completed by The University of North Alabama Student Financial Aid

The University of North Alabama will process all financial aid for the student in accordance with its policies and procedures to be disbursed to the student as a refund.

COA Adjustment: \_\_\_\_\_ Estimated Award Amount: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

PLEASE MAIL OR FAX THIS FORM TO:  
The University of North Alabama's Office of Student Financial Aid  
UNA Box 5014  
Florence, AL 35632-0001  
Telephone: (256) 765-5200 • Fax: (256) 765-4920