MIDWESTERN STATE UNIVERSITY
STEPS FOR SECURING YOUR CONSORTIUM AGREEMENT

Consortium agreements allow students to enroll in courses at another institution (also known as the 'Host' institution) that are transferable to his/her degree program at MSU. Consortium agreements allow a student to be registered at both institutions simultaneously while receiving financial aid at MSU based on the combined enrollment of both institutions.

NOTE: a consortium will be approved only if MSU enrolled hours are greater or equal to the number of enrolled hours at the HOST institution. HOWEVER, students who are dual-enrolled at MSU and at an approved college/university in accordance with specific matriculation agreements (including, but not limited to, the MSU Respiratory Care at Weatherford College and Collin College OR Radiology Program at North Central Texas College, Weatherford College, Tarrant County Community College and Brookhaven College OR RN-BSN Nursing Program at Tarrant County Community College or Weatherford College or Dallas County Community College) may receive federal financial aid at MSU regardless of the number of enrolled hours at each institution. This may or may not include institutional scholarships.

The Consortium Agreement form (as detailed below) must be received in the MSU Financial Aid Office on/before the following deadline dates:

- **Fall Submission Dates:** August 1 - September 15
- **December 1 - February 15**
- **Summer I Submission Dates:** May 1 - June 15
- **Summer II Submission Dates:** June 1 - July 15

Additionally, the enrollment period at the Host institution must coincide with the MSU enrollment period, as follows:

- **Fall:** August - December
- **Spring:** January - May
- **Summer I:** June - July
- **Summer II:** July - August

A student who wishes to have a Consortium Agreement completed between MSU and an approved Host institution must print and complete the ‘Consortium Agreement’ form (see the following pages) in accordance with the following: (NOTE: Incomplete forms will not be accepted).

**Step 1** – Complete your student information AND indicate the number of hours for which you will be enrolled at each institution AND indicate the Host institution you will be attending. Also, indicate the enrollment period for which you are requesting the consortium agreement; CHECK ONLY ONE ENROLLMENT PERIOD as you must complete a separate consortium form for EACH enrollment period for which you are requesting the consortium.

**Step 2** – List the course(s) for which you will enroll at the Host institution. Visit with your MSU academic advisor to ensure the course(s) will apply towards your MSU degree. NOTE: Please read the important information regarding Repeating Coursework at [https://msutexas.edu/financialaid/3peat.php](https://msutexas.edu/financialaid/3peat.php).

**Step 3** – Upon agreement, your MSU academic advisor must complete/sign the consortium form to confirm the course(s) will apply towards your MSU degree.

**Step 4** – Complete your student information. Then, YOU (the student) must submit the form (Steps 1-4) to the Host institution’s Financial Aid Office to complete/certify the Consortium Agreement.

The Host institution MUST return the completed form (Steps 1-4) to the MSU Financial Aid Office – you, the student, may not deliver the completed form to the MSU Financial Aid Office as the form MUST be submitted via the Host institution’s Financial Aid Office.

Remember to allow 2-3 weeks for the consortium request to be processed by the MSU Financial Aid Office upon receipt of the completed certification from the Host institution.

Please contact the MSU Financial Aid Office at 940:397-4214 or email financial-aid@msutexas.edu should you have any questions regarding this program.
MSU FINANCIAL AID OFFICE
CONSORTIUM AGREEMENT

In accordance with federal regulations, a Consortium Agreement must exist before a 'home' institution (or, MSU) can process an application for federal funds for students attending another institution. Therefore, the two institutions named below herein enter into a Consortium Agreement for:

**STEP 1 - To Be Completed By the Student:**

Student Name (Please Print): ________________________________________________________________

Social Security Number: XXX – XX — ______ _______ MSU Mustangs I.D.: M ____________________________

(last 4 digits only)

HOME Institution: Midwestern State University (MSU) # of enrolled hours __________

HOST Institution: __________________________________________________________________________ # of enrolled hours __________

Enrollment Period For Which This Consortium Applies (Check only ONE enrollment period as you must complete a separate consortium form for EACH enrollment period for which you are requesting the consortium):

☐ Fall 20 _______ ☐ Spring 20 _______ ☐ SS1 20 _______ ☐ SS2 20 _______

**STEP 2 - To Be Completed By the Student:**

I will be enrolled in ___ credit hours at the above-mentioned Host institution. I understand I must make payment arrangements for my tuition and fee charges at my Host Institution.

I understand I may be required to repay financial aid (grants/loans) if I drop a course(s) OR completely withdraw during the enrollment period specified above. My enrolled course(s) at the Host institution is indicated below:

<table>
<thead>
<tr>
<th>Host Course Description</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Credit Hours</th>
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I understand I must provide an **UNOFFICIAL** academic transcript from my Host institution (which may be printed from the Host institution's website) to the MSU Financial Aid Office to confirm completion of this course(s) at the end of the semester. I further understand that failure to provide the transcript will result in a 'hold' being placed on my grades/records until the transcript(s) is received and future registration/disbursement of aid, if any, will not be released until the Host institution's unofficial academic transcript(s) is received in the MSU Financial Aid Office.

I further understand I MUST submit the Concurrent Enrollment Request form (available at https://msutexas.edu/registrar/concurrent.php) to the MSU Registrar’s Office prior to my registration at MSU and my Host institution; additionally, I must provide an **OFFICIAL** academic transcript from my Host institution to the MSU Registrar’s Office at the end of the semester to confirm completion of this course(s) and I understand that failure to provide the transcript will result in a 'hold' being placed on my grades/records until the transcript(s) is received.

Student's Signature: ___________________________ Date: ___________________________

Phone # (_______) __________________ E-mail Address: ____________________________

(continued on next page)
STEP 3 - To Be Completed By The MSU Advisor, Department Head or College Dean:

I certify that (Print Student Name) ____________________________________________ has been approved to enroll at

(Host institution) ______________________________________ for the _______ semester/term. I also certify that the
credit hours will apply towards the student’s degree requirements and will transfer back to MSU to be recorded on the student’s transcript.

This transfer credit will satisfy MSU course number ____________________________

PRINT Name of MSU Advisor, Department Head or College Dean
__________________________________________________________

Title _______________________________________________________

Signature of MSU Advisor, Department Head or College Dean
__________________________________________________________

Date _______________________

HOST INSTITUTION CERTIFICATION

STEP 4 - To Be Completed By the Student:

Student Name (Please Print): _______________________________________

Social Security Number: XXX – XX — (last 4 digits only)

Student I.D. at Host Institution: _______________________________________

To Be Completed By the Host Institution Financial Aid Office:

Semester/Term of Consortium: ____________________________ Enrollment Dates: From __________ To __________

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***Please indicate any course deemed as a 3peat under Federal regulations.***

Please indicate below all financial aid (grants/scholarships/loans) the student will receive at your institution. If the student will not receive any aid, please indicate as ‘Not Applicable’.

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<th>Award</th>
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CERTIFICATION: We, the Host Institution, will NOT provide federal funds to the above-mentioned student for the semester/term(s) specified above. We, the Host institution, will be responsible to notify Midwestern State University’s Financial Aid Office should the student receive any financial aid funds at our Host Institution.

PRINTED Name of Host Institution Representative
__________________________________________________________

Title _______________________________________________________

Signature of Host Institution Representative
__________________________________________________________

Date _______________________

Name of Institution __________________________________________

Address ______________________________ City ____________________ State ______ Zip ______

Phone # (_____) __________________________

FAO-94 Host Institution must FAX the Consortium Agreement form (Steps 1 - 4) in its entirety to:
(Rev. 3-22) Midwestern State University Financial Aid Office • ATTN: MSU Financial Aid Office Fax: (940) 397-4852