

Central Wyoming College is willing and interested in participating in a consortium agreement with a student in cases where the agreement helps meet a student's educational goals. However, it will remain the student's responsibility to complete the agreement properly and insure that all of the necessary steps are taken so that funding is processed and academic credit is granted for the work completed. **Please note: The student is responsible for paying HOST school's tuition and fee charges directly to HOST school.**

A consortium agreement is an agreement between two institutions for the financial benefit of a student who will be concurrently enrolled at both institutions. The agreement allows a student to receive Title IV funding from the home institution for all of the eligible courses for which the student is enrolled. **For a course to be eligible it must be offered by an accredited host institution eligible to participate in Title IV federal aid programs and accepted by the home institution towards satisfying the student's degree requirements. Remedial courses do not fulfill degree requirements and are ineligible. The student must also be enrolled for a minimum of 3 eligible credits from Central Wyoming College during the term the consortium agreement is in effect.**

**NOTE: Students are limited to earning a maximum of 75% of the credits in their declared program through Credit for Prior Learning or Transfer Credit. In addition to specific program requirements, a minimum of 25% of the credits of the degree must be earned through Central Wyoming College.**

The consortium process has several steps. Central Wyoming College is the **home** institution for the purposes of completing this agreement. To ensure better service to yourself, please review all of the steps and make certain that you have completed each of them.

1. Complete your free application for federal student aid (FAFSA form) at least 8 weeks before the term in which you would like to use a consortium agreement. You must be eligible for financial aid and be a degree-seeking student at CWC. You must be concurrently enrolled for a minimum of six credit hours between the host institution and CWC for this agreement to be valid. Students on financial aid probation at CWC are not eligible for consortium agreements. **Each agreement is valid for only one term.**
2. Register at both CWC and the Host institution.
3. Complete all sections of this application.
4. Have the Registrar and Financial Aid Office at your host institution review and complete their sections of the consortium agreement.
5. Mail this completed consortium agreement, **with a copy of your host school registration and a copy of all course descriptions of enrolled courses at the host institution,** to the Financial Aid Office at CWC for approval.
6. At the end of the term, send an **official** copy of your transcript to the Registrar at CWC to receive transfer credit. **You must request this at the end of the term.** Under this consortium, you must meet the CWC Financial Aid Satisfactory Progress standards between the combination of Host and CWC grades or you will be placed on probation for the next semester of attendance and will be ineligible for further consortiums. **CWC will not pay financial assistance for any future semesters until the transcript is received, reviewed and credit granted by the CWC Registrar's Office.**

**Processing may take two (2) to four (4) weeks. It is the student's responsibility to comply with each "Host" institution's fee payment policies during processing. It is also the student's responsibility to meet all of the conditions above.**

If you have any questions regarding this process, please call the Financial Aid Office at 307-855-2115 or 1-844-468-6292.

tbp 7/2018

Central Wyoming College is the **home** institution for the purposes of completing this agreement. By completing this application, you are requesting that CWC process your financial aid application for the \_\_\_\_\_ semester. **Completing this application does not guarantee that the agreement will be approved. One or both of the institutions may refuse to participate.**

Student's Name: \_\_\_\_\_ SSN #: \_\_\_\_\_

Major Program of Study: \_\_\_\_\_ Degree Objective: AA/AS \_\_\_ AAA/AAS \_\_\_ Certificate \_\_\_\_\_

Name & Address of Host Institution: \_\_\_\_\_

**I request that the host institution release all information necessary to complete this application (such as schools attended, grades for the host courses, etc.)**

- I understand and agree to the stipulations on the reverse side of this page.**
- I understand I am responsible for paying HOST school's tuition and fee charges directly to the HOST school.**

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ATTENTION: Any alterations and/or changes to the remainder of this form may void the agreement.**

What course(s) are you taking at HOST school? <b>HOST SCHOOL - include copy of your registration</b>				What is the CWC equivalent course? <b>HOME SCHOOL (CWC) - completed by CWC advisor</b>			
Dept	Course#	Course Title	Credits	Dept	Course#	Course Title	Credits

**HOST REGISTRAR** *(to complete this section)*

- I certify that the above listed student has registered for the classes listed on this application. I understand that Central Wyoming College, from time to time, may verify the student's continuing enrollment. Our semester begins on \_\_\_\_\_ and ends on \_\_\_\_\_.

\_\_\_\_\_  
**Registrar's/Representative's Signature** **Printed Name and Title** **Date**

**HOST FINANCIAL AID OFFICE** *(to complete this section)*

- I certify that we are **not** paying the above student any TITLE IV assistance for the period covered above.
- I certify the student **is** receiving other aid than Title IV from our institution. The type(s) of aid and amount(s) are: \_\_\_\_\_

\_\_\_\_\_  
**Financial Aid Representative's Signature** **Printed Name and Title** **Date**

**HOME SCHOOL (CWC) Approval**

Student's request for Consortium Agreement for transfer credits is:  Approved  Denied – reason: \_\_\_\_\_

\_\_\_\_\_  
**CWC Registrar's Signature** **Date**