

## CUNY Hunter College Terms of a Consortium Agreement

Two or more schools may enter into a Consortium Agreement for **one term** to enable a student to receive financial aid while taking coursework at a school other than the student's home school (CUNY Hunter College).

### POSSIBLE FINANCIAL AID:

- **Federal Grants and Scholarships:** Awards are based on student's academic year eligibility as determined by the FAFSA's Expected Family Contribution (EFC).
- **New York State Grants and Scholarships:** Awards are based on enrollment at a NYS institution.
- **William D. Form Federal Direct Student Loans:** Federal Subsidized and Unsubsidized Student Loans may be awarded for Consortium Agreements based on a student's loan eligibility remaining for the semester or academic year. Must be enrolled in at least 6 credits for the term the loan is requested.\*
- **Federal Direct Parent Loans for Undergraduate Students (PLUS):** The student's parents may be eligible to borrow a PLUS Loan up to the cost of attendance (COA) minus any federal aid received. If denied, the student may be eligible to borrow an additional Unsubsidized Student Loan. Must be enrolled in at least 6 credits for the term the loan is requested.\*
- **Alternative Loans:** *No minimum credit enrollment.* By choosing to utilize an alternative loan it is your responsibility to apply through an outside lender of your choice. You will complete the entire application process and receive approval from them. Please clearly specify the loan period as the time you will be enrolled for the Consortium Agreement. During this process, the lender will contact your home school to certify the loan based on your approved enrollment and COA. If approved, the lender will then send the home school the funds to credit to your account.

*\* Please note that in order to receive a Federal Direct Loan for the first time, the electronic Master Promissory Note must be signed, and online Entrance Counseling be completed before aid will disburse. If you have any questions, please contact the Financial Aid Office.*

## Consortium Agreement Process and Student Responsibilities Checklist

- ☐ Must be enrolled as a degree candidate at the home school (CUNY Hunter College).
- ☐ Must meet Satisfactory Academic Progress (SAP).
- ☐ Credits taken at the host school must be accepted toward your degree at Hunter.
- ☐ The academic year FAFSA and TAP applications must be completed with the Hunter College school code.
- ☐ For Study-Abroad, all Study-Abroad Consortium Agreement Forms are distributed by the Education Abroad Office. For Chinese Flagship, Consortium Agreement Forms are processed by Chinese Flagship. If you did not speak to your respective programs, your Consortium Agreements will not be considered valid. Other Consortium Agreement Forms are distributed by the Financial Aid Office.
- ☐ **Students are encouraged to set up direct deposit through the Bursar's Office. Direct deposit should be active and up-to-date on your account.**
- ☐ Once part 1 of the Consortium Agreement form is completed, the student must have the host school complete part 3.
  - The student must follow up with the host school for any delays in processing.
- ☐ Once parts 1-3 of the Consortium Agreement are completed, copies of the form can be given to the Education Abroad Office (if study abroad) and the original form submitted to the Financial Aid Office. Partial or incomplete forms will not be processed.
- ☐ All awarded financial aid will be credited to the student's CUNYfirst account. Refunds will be processed via direct deposit or sent as a check to the address on your CUNYfirst account.
- ☐ **You, the student, are responsible for paying the host school.** 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 from Hunter, you are obligated to pay your host school in a timely manner.
- ☐ **All changes to enrollment must immediately be submitted to the office of your program (i.e. Education Abroad Office, Chinese Flagship, etc.) or the Financial Aid Office. If your course work is not successfully completed or deemed non-transferrable by the end of the Consortium Agreement term, your aid may be adjusted, making you responsible for the return of all aid to Hunter and payment of any late fees to your host institution.**
- ☐ If you would like someone (e.g. parent, guardian, etc.) to be able to speak to Hunter College on your behalf while you are abroad, you must complete **The Family Educational Rights and Privacy Act (FERPA)** form with the Registrar's Office.
- ☐ If trying to contact the Education Abroad Office or the Financial Aid Office to confirm a change in courses via email, **you must use your MyHunter email address.**
- ☐ If Non-CUNY Permit, you are required to submit an official transcript to the Registrar's Office confirming completion of courses for the term attended **within 30 days of your last date of enrollment** at your host school. ***\*Please Note: Graduating students may have a different deadline. Please confirm with the Registrar's Office.\****
- ☐ For additional information regarding Consortium Agreements, please contact the Education Abroad Office or the Office of Financial Aid.

## CONSORTIUM AGREEMENT

This consortium agreement is entered into between CUNY Hunter College (home institution) and \_\_\_\_\_ (host institution) for the purpose of providing federal, and, if applicable, state financial assistance to the student listed below. The completed document must be on file with all concerned parties before any financial aid funds will be disbursed for the period of enrollment specified in the agreement.

**Consortium Period:** Summer 20\_\_\_\_ Fall 20\_\_\_\_ Winter 20\_\_\_\_ Spring 20\_\_\_\_ (Consortium Agreement is for **one** term only. Please complete a new consortium agreement for each additional term.)

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### Part 1: To be completed by Student

Last Name	First Name	EMPLID	
Street Address		City	State
(____) _____		Zip Code	
Phone Number	MyHunter Email		

I certify that I am a matriculated student at CUNY Hunter College (home institution). I acknowledge that the course(s) I plan to take at the host institution can be used toward the completion of my degree at the home institution as certified by my home institution academic official.

I am requesting that the home institution award and disburse financial aid based on my enrollment at the host institution.

I affirm that I have completed the necessary financial aid applications and will adhere to all financial aid processing requirements and deadlines as established by the home institution.

I understand that I am responsible for paying tuition, fees and other expenses as charged by the home/host institution and that I could be responsible for repaying some or all of the financial aid disbursed to me if I fail to begin attendance or withdraw from courses.

I understand that the disbursement of funds from CUNY may occur after the host institution's payment deadlines. It is my responsibility to adhere to the deadlines and policies of the host institution, regardless of CUNY disbursement dates.

I agree to inform the home school's financial aid office if I fail to begin attendance in the courses approved under this consortium agreement. I further agree to notify the home and host institutions immediately of any change in enrollment status including withdrawing from all classes or substitution of approved courses.

I acknowledge that I am responsible for arranging that an official transcript of coursework taken at the host institution be sent to my home institution as soon as possible at the completion of the consortium period. Failure to arrange for an official transcript in a timely manner may result in a hold placed on my student account

Will you be attending classes at both the home institution (CUNY Hunter College) and the host institution for the period of enrollment covered by this agreement?

\_\_\_\_ YES \_\_\_\_ NO

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Part 2: Course Approval Form

A copy of your **Course Approval Form** according to your specified program must be attached.

- ☐ If **Study-Abroad**, check if “**Course Approval Form for Programs Abroad**” is attached.  
☐ All other programs, check if “**Application for Permit to Attend Another College**” is attached.

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## Part 3: To Be Completed By the Host Institution

Host Institution's Name \_\_\_\_\_

Address \_\_\_\_\_

Dates of Enrollment: \_\_\_\_\\_\_\_\_\\_\_\_\_ to \_\_\_\_\\_\_\_\_\\_\_\_\_ Semester \_\_\_\_\_ Academic Year \_\_\_\_\_

Cost of Attendance	
Tuition and Fees	
Room and Board	
Books and Supplies	
Transportation	
Other – Specify:	
Other – Specify:	
<b>Total Cost of Attendance</b>	

Registered Course #	Registered Course Title	Number of Credits

### CERTIFICATION

- The host institution certifies that the above-named student is enrolled for stated period of attendance. The host institution certifies that it will inform the home institution if the student withdraws from any or all courses before the end of the period of enrollment covered by this agreement. In the case of total withdrawal, that information will include, if known, the student's last day of attendance.
- The host institution agrees not to pay the student Pell Grant and/or any campus-based funds and will not certify Federal Student Loans for the period of attendance.
- The host institution certifies that it is a Title IV eligible institution.

**REFUND POLICY:** All financial aid will first be applied to the student's account at CUNY. Any funds remaining, after any charges on the student's CUNY account are paid, will be refunded directly to the student. **It is the student's responsibility to pay any outstanding charges incurred to the host institution.**

School Official's Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

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**Part 4: To Be Completed by Hunter College Financial Aid Office**

Financial aid awards to be received at the home institution by the student for the period of enrollment covered by this agreement are as follows:

Federal Pell:	
Federal SEOG:	
Direct Loan:	
Other – Specify:	

The home institution agrees to monitor the student's satisfactory academic progress, be responsible for disbursing funds to the student and for administering the appropriate refund policy (see Section 3), including the recalculation of any Title IV aid if the student should withdraw.

**Home Institution Financial Aid Officer Name**\_\_\_\_\_

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_