



Consortium/Contractual Agreement

BETWEEN

CARROLL COLLEGE

and

(Home School)

(Host School or Study Abroad Affiliate)

The Home School and the Host School listed above are hereby entering into consortium/contractual agreement.

- Consortium/contractual agreements will NOT be offered until a minimum of one semester, with satisfactory academic progress, has been attained at Carroll College.
- Either the Home or Host Institution may decline to participate in a consortium or contractual agreement.

Section I – To be completed by the student	
Name:	ID Number:
Telephone # (cell):	Email address:
Current Permanent Address:	Address While Studying Abroad:
Consortium/contractual Period: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	
Under this consortium/contractual agreement, the student will: <ol style="list-style-type: none"> 1. Be enrolled in a degree, certificate, or other recognized credential program at the Home School. 2. Maintain satisfactory academic progress. 3. Take courses at the Host School which are transferable to his or her Home School degree, certificate, or recognized credential as certified by his or her Home School academic advisor. 4. Notify the Home School financial aid office if he or she does not begin attendance in the courses listed and approve in this consortium agreement. 5. Immediately inform the Home and Host School of any change in enrollment status, including withdrawing from all courses or substitution of approved courses. 6. Ensure that the Host School provides the Home School with a Host School academic transcript upon completion of the consortium period. 7. Not receive financial aid for future terms until transfer credits and exit forms are received and satisfactory progress has been met. 8. File a FAFSA and complete the required financial aid process prior to all applicable deadlines. 9. Pay tuition, fees, and other expenses as charged by the Home and/or Host Schools. 10. Authorize the Host institution to release enrollment, financial and academic information to Carroll College. 	
Student's Signature:	Date:
Email Address:	Telephone (cell):

Consortium/Contractual Agreement

continued

Section II- To be completed by the student's Home School (Carroll) academic advisor, Registrar or Education Abroad Advisor if study abroad	
Number of credit hours the student is taking at the Host School:	
Student's enrollment status <input type="checkbox"/> Full-time <input type="checkbox"/> Three-quarter time <input type="checkbox"/> Half-time <input type="checkbox"/> Less-than half-time while at the Host School:	
List the approved course(s) that the student is taking at the Host School which are applicable to his or her academic program at the Home School (<i><u>IF Study Abroad, attach the Education Abroad Course Plan</u></i>):	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	
Under this consortium/contractual agreement, the Home School (Carroll College):	
<ol style="list-style-type: none"> 1. Certifies the student is enrolled in a degree, certificate, or recognized credential at the Home School. 2. Agrees to accept the course work listed above toward the completion of the student's degree, certificate, or other recognized credential requirements. 	
Authorized Signature (Academic Advisor, Registrar or Education Abroad Advisor if study abroad):	Printed Name:
Academic Department:	Date:
Email Address:	Telephone:

Section III – To be completed by the Home School (Carroll College) Financial Aid Director	
Under this consortium/contractual agreement, the Home School:	
<ol style="list-style-type: none"> 1. Agrees to process the student's Title IV financial aid application and provide payment of the Title IV funds (if eligible) as appropriate for the consortium period. 2. Will make available applicable student consumer information required under Title IV. 3. Certifies the student is making satisfactory academic progress toward the completion of his or her degree, certificate, or recognized credential at the Home School. 4. Will conduct Enrollment Reporting to the National Student Loan Data System (NSLDS). 5. Will calculate returns of Title IV funds, when appropriate. 6. Will maintain Title IV recordkeeping and reporting requirements. 	
Home School Financial Aid Officer's Signature:	
Printed Name: Janet Riis, Director	Date:
Email Address: jriis@carroll.edu	Telephone: 406-447-5423

Consortium/ Contractual Agreement continued

Section IV – To be completed by the Host School Financial Aid Officer			
Will the student receive financial aid at your institution?		Yes	No
Type & amount of funding from Host School:			
_____	\$	_____	
_____	\$	_____	
_____	\$	_____	
Enrollment period dates (month/day/year):		From:	To:
Tuition & Fees:	\$ _____	Room & Board:	\$ _____
Books & Supplies:	\$ _____	Transportation:	\$ _____
Misc. personal expenses:	\$ _____	Other (specify):	\$ _____
Name, address, telephone number, and email address of person at Host School to whom check(s) for payment should be sent:			

Under this consortium/contractual agreement, the Host School:			
<ol style="list-style-type: none"> 1. Certifies that the student listed has been accepted for enrollment in an academic program that meets the Title IV student financial aid eligibility requirements. 2. Will make available applicable student consumer information required under Title IV. 3. Will provide the Home School with documentation of the student's enrollment at the Host School. 4. Agrees to notify the Home School if the student fails to enroll in, began attendance in, or withdraws from, the host School (to include the withdrawal date and other relevant information). 5. Will provide the Home School with a Host School academic transcript upon completion of the consortium period. 			
Host School Financial Aid Officer's Signature:			
Printed Name:		Title:	
Academic Department:		Date:	
Email Address:		Telephone:	
Return this for to:			
<p>Carroll College Financial Aid Office 1601 N Benton Ave Helena MT 59625-0002 Ph.: 1-800-992-3648 x 5425 Fax: 1-406-447-5187 Email: jriis@carroll.edu</p>			