



CONSORTIUM AGREEMENT INSTRUCTIONS

Office of Financial Aid
300 College Park, Dayton, Ohio 45469-1672
<http://finaid.udayton.edu>
(800)427-5029 or (937) 229-4311
FAX (937) 229-4338
finaid@udayton.edu

Please follow the steps listed to ensure the timely processing of the consortium agreement and the timely disbursement of your financial aid funds.

Steps to follow:

- 1** Complete the FAFSA application in early January
- 2** Meet with a financial aid counselor at least 4 months prior to your studying abroad/studying at another school
- 3** Complete 'Section I' of the consortium agreement
- 4** Mail or fax the agreement to your host school contact and have them complete 'Section II' (returning it either to you or to the Office of Financial Aid)
- 5** Meet with your dean or advisor to obtain permission to study abroad
- 6** Submit the 'Dean's Verification for Study Abroad/Consortium' form to your financial aid counselor
- 7** Contact Bursar to make certain your student account is current (if you owe UD from prior charges your aid will be held and not sent to the host school)



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~ Between ~

University of Dayton (Home School) and (Host School)

Section I: To be completed by the student

Name, Social Security Number, Home Address, UD Student ID Number, City, State, Zip, Home Phone, Email Address, Campus/Local Phone, Consortium Term

Statement of Authorization:

- I agree to: Submit this form to the University of Dayton and to my Host School for completion. Inform the University of Dayton immediately if I choose not to enroll or otherwise cancel my participation in this program. Allow the University of Dayton and my Host School to share information relating to my enrollment and financial aid eligibility. Maintain satisfactory academic progress. I understand that: No funds will be sent to my Host School until this form has been completed by me, the Host School, and the University of Dayton. Any balance currently owed the University of Dayton must be satisfied prior to any financial aid funds being released to my Host School. I am responsible for any payment due to my Host School prior to the start of classes as my funds cannot, under any circumstance, be released prior to the date my classes begin.

Student Signature: Date:

Section II: To be completed by the Host School

Host School Contact, Title, Phone, Fax, Email

Are you a US Dept. of Education Title IV institution? If yes, please list your Title IV code:

Enrollment Dates: Enrollment status: <1/2 time 1/2 time 3/4 time full time

Cost of Attendance for enrollment period stated above: Tuition & Fees, Room/board, Books & Supplies, Travel Allowance, Personal Living Allowance, Address which funds are to be sent*: University, Department, Address, City, State, Zip, Attention:

Total COA: *Make payable to:

The Host School:

- Has accepted this student in a transient/visiting status in an academic program that meets the Title IV student financial aid eligibility requirements
Agrees not to process or award any Federal Title IV aid for this student
Agrees to notify the University of Dayton if the student withdraws from the program or decreases enrollment before its conclusion
Agrees to notify the University of Dayton of student aid that the student receives from non-University of Dayton sources

Authorized Signature: Date:



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Section III: To be completed by the Home School once Sections I & II have been completed

Approved Financial Aid for:

Student's Name: UD Student ID Number:
Enrollment Dates: SSN:

Table with 2 columns: Award Name, Amount. Includes a Total Aid Eligibility row at the bottom.

- Under this consortium agreement, the Home School:
- Agrees to process the student's Title IV financial aid application and provide payment of Title IV funds (if eligible) as appropriate for the consortium period.
- Will make available applicable student consumer information required under Title IV.
- Certifies that the student is making satisfactory academic progress toward the completion of his or her degree, certificate, or recognized credential at the Home School.
- Will calculate returns of Title IV funds, when appropriate.
- Will maintain Title IV record keeping and reporting requirements.
- Agrees to consider this student enrolled in an eligible program of study at the Home School.
- Determines eligibility for financial aid based on the cost of attendance at the Host School.
- Will maintain all records in accordance with federal regulations.

UD Official: Title:
Phone number: Email Address:
Authorized Signature: Date:



**Consortium Agreement Supplement
Dean's Verification for Study Abroad/Consortium**

The University of Dayton Office Of Financial Aid must have verification from your Dean that the courses you take while attending the Host Institution/Study Abroad* will be accepted and applied towards your degree. Dean's approval may be emailed by the Dean's Office to the Office of Financial Aid at finaid@udayton.edu or you can submit this completed form with your Consortium Agreement.

**For Study Abroad students: This form can be used in lieu of electronic notification when the Dean is unable to register you for the study abroad program at the time you are completing the consortium paperwork.*

Section I: To be completed by the student.	
Name: _____	Social Security Number: _____
Home Address: _____	UD Student ID Number: _____
City: _____ State: _____ Zip: _____	Home Phone: (_____) _____
Email Address: _____	Campus/Local Phone: (_____) _____
Host Institution: _____	Consortium Term: _____ Fall _____ Spring _____ Summer

Section II: To be completed by the student's Dean's Office:	
1. Please list below all courses the student identified above plans to complete at the host institution:	
Course Name:	Credit Hours:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
2. Please sign below verifying that the courses the student plans to complete at the host institution will be accepted as part of their degree program at the University of Dayton.	
_____	_____
Authorized Signature	Date
_____	_____
Print Name	Title

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