

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 11/02, 6/02, 08/04, 10/05, 12/10, 12/14

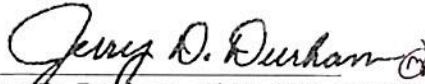
No: 2-A-800F-04

Date: March 2016

Required Review Date: December 2019

Written By: Student Financial Services

Approved By:


Jerry D. Durham, PhD, RN, FAAN
Chancellor

SUBJECT: Consortium Agreements

PURPOSE: To allow Allen College students to receive financial aid for required classes taken at other accredited colleges. The consortium agreement is between Allen College, the host college, the student and the financial aid officer in regard to acceptance of transfer credit and payment, thereof.

EFFECTIVE FOR: Student Financial Services Office, Student Services Staff and Allen College Students

POLICY:

Under written agreement, Allen College may enter into an agreement allowing a student to receive financial aid from Allen College (home institution) while enrolled at another institution (host institution). Such situations should be limited to specific major courses that transfer, but are not offered or available at Allen College.

PROCEDURE:

1. Students contact the Allen College Student Services Office, requesting a consortium agreement.
2. The Allen College ARC staff member counsels the student on policy and determines if a consortium is necessary.
3. If consortium is necessary, the top section of a consortium agreement is completed by the student and routed to the host institution.
4. The host institution completes its section of the consortium agreement and returns the form to the Allen College Student Services Office. The host institution agrees to notify Allen College of enrollment changes.
5. If approved, the Allen College Registrar will enter the course load on the CAMS System as "Consortium" for the appropriate number of credit/hours. The Allen College financial aid office will then package and disburse funds to the individual student.
6. The individual student will be responsible for paying tuition and fees at the host institution.
7. The individual student is responsible for requesting the transcript from the host institution to be sent directly to the Allen College Registrar upon completion of the course.