



Financial Aid Office 2425 Hwy 75, P.O. Box 246 Blountville, TN 37617

Northeast State Community College Consortium Agreement Information

Attached please find a consortium agreement for your completion. **This agreement allows you to receive financial aid for courses taken at another school which are required as part of your degree program at Northeast State Community College.**

The following documents are required in order to process a Consortium Agreement at Northeast State.

- ✓ **Complete Section I of the Consortium Agreement** then turn, both the Consortium agreement and Certification page, into the Financial Aid Office at your host institution.

The Financial Aid Office at your host institution will complete Section II, certification, sign and return the completed agreement to: Northeast State, Financial Aid Office, 2425 Hwy 75, P.O. Box 246, Blountville, TN 37617; or by fax at 423.323.0232.

PLEASE TURN THE FOLLOWING IN TOGETHER:

- ✓ **Complete the Consortium Agreement Worksheet** and return to the Northeast State Financial Aid Office.
- ✓ **Attach a copy of your current class schedule from the host school.**
- ✓ **Complete the Transcript Request form** and return to the Northeast State Financial Aid Office. This transcript request will be sent by our office on your behalf at the end of the semester.

Consortium Agreements that have been fully completed following above instructions and turned into our office by the following dates will be processed prior to the first day of the semester:

- ❖ Fall semester – August 1st
- ❖ Spring semester – December 15th
- ❖ Summer semester – April 15th

Fully completed Consortium Agreements turned into our office after these dates will be processed in date order as time permits.

By completing the Consortium Agreement your financial aid eligibility will be determined based on the enrollment information at your host institution plus your enrollment at Northeast State.

IMPORTANT!

- ✓ **IT IS YOUR RESPONSIBILITY TO PAY THE REQUIRED FEES AT THE HOST INSTITUTION.**
- ✓ Should you make any changes to your schedule after signing the agreement, it is your responsibility to notify our office immediately, as changes in enrollment could result in a change in the financial aid amounts.
- ✓ It is your responsibility to make sure our office is notified you are attending your classes at the host school.
- ✓ Financial aid disbursements will come directly from Northeast State and will cover any Northeast State tuition/fees first. Any remaining balance of aid will be issued to the student in the form of a check or direct deposit after the census date (14th day after term begins).
- ✓ At the end of the semester, you will also need to verify that an official transcript has been received and evaluated by the Northeast State Admissions Office.
- ✓ A hold that restricts future aid disbursements will be placed on your account until these grades are received and evaluated.

Consortium Agreement

According to the Federal regulations, a Consortium Agreement must exist before a parent institution can process an application for federal funds for students attending another host institution. Therefore, the two institutions named below herein enter into a Consortium Agreement for:

I. TO BE COMPLETED BY STUDENT

Student Name	
Student ID	
Mailing Address	
Phone Number	
Parent Institution	Northeast State Community College
Host Institution	

I AUTHORIZE THE ABOVE TWO INSTITUTIONS TO EXCHANGE INFORMATION CONCERNING MY FINANCIAL AID. I certify that my enrollment is as a regular student seeking a degree from Northeast State, and none of my hours are in correspondence classes.

Student signature

Date

II. TO BE COMPLETED BY FINANCIAL AID OFFICE AT HOST INSTITUTION

_____ Certifies that the above student has
(Institution)

registered as a visiting student for _____.

Enrollment Data	
Dates of Attendance	_____ to _____
Total credit hours of enrollment	_____
Cost of Attendance	
Tuition and Fees	_____
Room and Board	_____
Books and Supplies	_____
Miscellaneous	_____
Travel	_____
Total	_____

Financial Aid Office
2425 Hwy 75, P.O. Box 246
Blountville, TN 37617

Consortium Agreement

Certification

Student Name

ID Number at HOST Institution

Northeast State Student ID

Northeast State agrees to provide payment(s) to the above-mentioned student, if eligible, under the Title IV Federal Financial Aid Programs for the term specified in Section II.

Signature: Representative of Northeast State Financial Aid Office

Date

The Host Institution agrees NOT to provide federal aid funds to the above named student and to notify Northeast State of any changes to enrollment status.

Signature: Representative of Host Institution

Date

Name of Institution

Telephone

PLEASE RETURN BOTH PAGES OF THE COMPLETED FORM TO:

**Financial Aid Office
Northeast State Community College
P.O. Box 246
Blountville, TN 37617
Phone: 423.323.0252 Fax: 423.323.0232**

Consortium Agreement Worksheet

Name:	Northeast State Student ID:	
Address:		
City:	State:	Zip:
Home Phone Number:		Cell Phone Number:
Major:		Minor:
Host School Name:		
Reason for taking class(es) at host institution instead of Northeast State:		
Number of Credit Hours you are taking at NSCC this semester:		
Number of Credit Hours you are taking at Host School this semester:		

Course(s) to be taken at Host School:	
Name of Course	Course Number

You must obtain approval from the following departments at Northeast State.

Northeast State agrees to accept course grade(s) as required as part of the degree program for the above mentioned student.

REGISTRAR'S OFFICE or ACADEMIC ADVISOR:

Applicable to Program Study? Yes _____ No _____

Approved: _____ Denied: _____

Signature: _____ Date: _____

Return Original to: Financial Aid Office at Northeast State Community College
P.O. Box 246 Blountville, TN 37617 Fax: 423.323.0232