



Tennessee Tech University

Consortium Agreement Cover Letter for Students

Purpose of a Consortium Agreement

According to the Department of Education, a Consortium Agreement allows a student to receive student financial aid funds while studying at a school other than his/her home institution. The home institution is the institution that will grant the student's degree. The course(s) taken at the host institution must apply toward the degree at the home institution in order for the student to receive aid for those courses.

Tennessee Tech University Policy for Consortium Agreement

- Consortium Agreements for financial aid purposes are only granted to students with extenuating circumstances. Example: a student in their last semester prior to graduating needs a course which Tennessee Tech is not offering. **Taking courses because they are less expensive or easier at another institution is not an extenuating circumstance and will not be approved.**
- Consortium Agreements for financial aid purposes will also be granted to students who take classes at institutions in their hometown during the summer. Example: a student from Memphis will be going home for the summer and wants to take courses at a Memphis institution.

Steps for Receiving Financial Aid as a Consortium Student

1. Complete a course approval form for a consortium agreement, receiving approval from your academic advisor at Tennessee Tech.
2. Submit completed and signed course approval form to the Office of Financial Aid to include the following:
 - Copy of your Tennessee Tech Degree Works (found via Eagle Online account)
 - Course schedule showing enrollment at host institution

Financial Aid will not be disbursed until all documents are completed fully with all required signatures. *** It is the students responsibility to ensure payment to the host institution regardless of whether financial aid has disbursed. ***

NOTE: If a student withdraws from the class(es) or the class(es) has been cancelled after financial aid has disbursed to the student, funds may be owed back to Tennessee Tech.

The student must have an official transcript from the HOST institution sent to Tennessee Tech University once a grade(s) has been determined. The transcript must include the course(s) indicated on the Course Approval form and additional consortium agreements will not be honored if an official transcript has not been received. A financial aid HOLD will be placed on the student's account and the student will not receive any financial aid until the official transcript has been received and processed.

This process must be completed each semester for students wishing to take courses at another institution and receive financial aid. Financial Aid can only be disbursed with 6 or more hours during the summer term.

****The deadline to submit a completed course approval form to request a consortium agreement for SUMMER is June 4th.****

Tennessee Tech University Course Approval Form for a Consortium Agreement

This form should be completed in advance for any student who wishes to take classes at an institution other than Tennessee Tech University and establishes how credit(s) will transfer and apply to the student's degree program. The Office of Financial Aid will use this form as documentation to disburse financial aid for the class(es) taken at the host institution (listed below).

This request is for:

Semester: _____ Year: _____ (Office Use Only: _____ Banner Term)

- Federal and Hope
 Federal Aid Only
 Hope Only

Student Name: _____ TTU ID#: T _____

Advisor: _____ Major at Tennessee Tech: _____

Host Institution: _____ Host Student ID#: _____

Host Institution Fin Aid contact: _____ Phone#: _____

Enrollment date: _____ Begins: _____ Ends: _____

The above named student intends to enroll in the following course(es) and requests an evaluation of course as well as authorization to apply these credits upon completion in good academic standing towards fulfillment of their degree requirements at Tennessee Tech University. At the conclusion of the semester, the student will request an official transcript be sent to the Tennessee Tech Records Office for evaluation. Failure to submit a transcript will result in a **hold** being placed on the student's account until it has been received.

Course Title at Host inst	Course Section #	# Credit Hrs	TTU Course Equivalent	Is this course offered at TTU during this term?	Does this course apply towards your degree at TTU?
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
				Yes No	Yes No
	Total Hours:				

Reason for Consortium Request: _____

Student Signature: _____ Date: _____

Approval of Academic Advisor: _____ Date: _____

Approval of Financial Aid: _____ Date: _____