

Tennessee Tech University CONSORTIUM OPTIONS (2 PAGES)

There are various situations which determine which consortium agreement to use below. Any of the ones below are to be used **ONLY IF THE STUDENT HAS PUT TENNESSEE TECH UNIVERSITY AS THE 'HOME' SCHOOL** in the TSAC grant. If the student has another school as the 'Home' school, that university or college will initiate the consortium agreement with the student/parent and Tennessee Tech University (which would then be the 'Host' school).

The student/parent can log into the TSAC grant and update Tech as the 'Home' school and then the options below would apply. If Tennessee Tech University is the 'Host' school, then **NONE OF THE FORMS BELOW WILL WORK!**

TTU IS 'HOME' & VOL STATE (COOKEVILLE / LIVINGSTON CAMPUS) AS 'HOST'

The step-by-step for the student/parent to follow in order for this consortium agreement is below.

***NOTE - PLEASE REVIEW ALL STEPS PRIOR TO STARTING.**

1. **STUDENT** - The student will start the process at the link below. The 'Home' institution is Tennessee Tech University and the 'Host' institution is Volunteer State Community College. Once the student fills in their information and digitally signs, the Docusign will go to the parent's email for review and digital signing
2. **PARENT** - You should receive the email from Docusign once your student has signed. If you don't get it, check your spam or junk email folder. If not there, be sure the student entered your email address correctly. Review the information and then digitally sign.
3. **HOST INSTITUTION** - Once the parent digitally signs, the form will go to the Host institution. They will review and digitally sign, after which the form automatically comes back to Tn Tech's Financial Aid office.
4. **HOME INSTITUTION** - The Tn Tech representative will review and digitally sign the form to complete the process. All parties have access to the finalized document but can reach out to the HOME INSTITUTION with questions or request copies.

Tn Tech (HOME) / Vol State (Host) Consortium Agreement Docusign link:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=d9a45166-1651-4eb4-8f35-15bb5e250055&env=na3&acct=94b8fc17-0089-4c20-85da-0715ddbd0a59&v=2>

TTU IS 'HOME' & TCAT LIVINGSTON AS 'HOST'

The step-by-step for the student/parent to follow in order for this consortium agreement is below.

***NOTE - PLEASE REVIEW ALL STEPS PRIOR TO STARTING.**

1. **STUDENT** - The student will start the process at the link below. As the 'Home' institution is Tennessee Tech University and the 'Host' institution is TCAT Livingston, that information is already in the document. Once the student fills in their information and digitally signs, the Docusign will go to the parent's email for review and digital signing
2. **PARENT** - You should receive the email from Docusign once your student has signed. If you don't get it, check your spam or junk email folder. If not there, be sure the student entered your email address correctly. Review the information and then digitally sign.
3. **HOST INSTITUTION** - Once the parent digitally signs, the form will go to the Host institution contact and email that that student input at the beginning. They will review and digitally sign, after which the form automatically comes back to Tn Tech's Financial Aid office.
4. **HOME INSTITUTION** - The Tn Tech representative will review and digitally sign the form to complete the process. All parties have access to the finalized document but can reach out to the HOME INSTITUTION with questions or request copies.

Tn Tech (HOME) - TCAT Livingston (HOST) Consortium Agreement Docusign link:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=f8020c52-df52-4559-b0f5-bfb42eeb0971&env=na3&acct=94b8fc17-0089-4c20-85da-0715ddbd0a59&v=2>

TTU IS 'HOME' & OTHER COLLEGE IS 'HOST'

As many other colleges offer dual enrollment for high school students AND if that college is 'Host' in the TSAC grant, it is the student/parent's responsibility to get the contact name and email address of the person at the 'Host' college who will be signing the consortium agreement.

The step-by-step for the student/parent to follow in order for this consortium agreement is below.

**NOTE - PLEASE REVIEW ALL STEPS PRIOR TO STARTING.*

1. **STUDENT** - The student will start the process at the link below. As the 'Home' institution is Tennessee Tech University and the 'Host' institution is another college, be sure to use the exact contact name of (**Host school contact name**) with the email of (**Host school contact email**) when starting the Docusign. Once the student fills in their information and digitally signs, the Docusign will go to the parent's email for review and digital signing
2. **PARENT** - You should receive the email from Docusign once your student has signed. If you don't get it, check your spam or junk email folder. If not there, be sure the student entered your email address correctly. Review the information and then digitally sign.
3. **HOST INSTITUTION** – Once the parent digitally signs, the form will go to the Host institution contact and email that that student input at the beginning. They will review and digitally sign, after which the form automatically comes back to Tn Tech's Financial Aid office.
4. **HOME INSTITUTION** – The Tn Tech representative will review and digitally sign the form to complete the process. All parties have access to the finalized document but can reach out to the HOME INSTITUTION with questions or request copies.

Tn Tech (HOME) – OTHER COLLEGE Consortium Agreement Docusign link:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=254e5674-98a1-4cbc-8898-f15c481efbca&env=na3&acct=94b8fc17-0089-4c20-85da-0715ddbd0a59&v=2>

CONTACT EMAIL / PHONE: dualenrollment@tnitech.edu | 931-372-3635

WEBSITE: www.tnitech.edu/dualenrollment