

Tennessee Tech University

Consolidated Consortium Agreement

Federal Aid | HOPE Scholarship (TELS)

PURPOSE: This consolidated form replaces three separate documents (TTU Course Approval Form, TTU Office of Financial Aid Consortium Agreement, and the TSAC TELS Consortium Agreement). Complete all applicable sections. Agreements are only granted for extenuating circumstances (e.g., a required course not offered at TTU) or hometown summer enrollment. Taking courses because they are less expensive or easier at another institution is NOT an extenuating circumstance and will not be approved. Only courses counting in a student's program of study (CPoS) will be considered.

Home Institution - Home Institution means an eligible postsecondary institution in which the student continues to meet all academic and nonacademic requirements in pursuit of an associate or baccalaureate degree. **Tennessee Tech is the home institution.**

Host Institution - Host Institution means an eligible postsecondary institution in which the student is enrolled in a transient study capacity and may or may not be enrolled as a degree-seeking student.

SECTION 1 — Student & Term Information (Completed by Student)

Student Name: _____ TTU ID (T#): _____

Last 4 Digits Social Security # (TELS): _____ Phone Number: _____

Student Email Address: _____

Semester / Term: _____ Academic Year: _____

Financial Aid Type Requested:

☐ Federal Aid and HOPE / TELS

☐ Federal Aid Only

☐ HOPE / TELS Only

SECTION 2 — Advisor & Institution Information (Completed by Student)

TTU Academic Advisor: _____ Major at Tennessee Tech: _____

Host Institution Name: _____ Host Student ID#: _____

Host Fin. Aid Contact: _____ Contact Phone #: _____

Enrollment Begin Date: _____ Enrollment End Date: _____

SECTION 3 — Course Information (Completed by Student for courses at the Host Institution)

Course Title at Host Institution	Course Section #	Credit Hours	TTU Course Equivalent	Offered at TTU This Term?	Applies to TTU Degree?	TELS?
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Total Credit Hours:						

Planned semester hours at **Host Institution**: _____

Planned semester hours at **Home Institution (TTU)**: _____

SECTION 4 — TELS/HOPE Academic Standing (Completed by TTU - Home Institution)

Total # of Attempted Hours	TELS Cumulative GPA	TELS Term GPA

SECTION 5 — Host Institution Cost Information (Completed by Host Institution Financial Aid Official)

This section is to be completed by the designated Financial Aid Official at the Host Institution.

Tuition and Fees		TELS Award Amount (CPoS Only): \$
Full Year Cost of Attendance		
Term for Consortium		Academic Year:
Enrollment Period (Begin – End)		Academic Term:

SECTION 6 — Reason for Consortium Request (Completed by Student)

Please explain why a Consortium Agreement is necessary (attach additional documentation if needed):

SECTION 7 — Required Documents (Completed by Student)

- ☐ By consortium deadline for the semester, submit this completed form to financialaid@tntech.edu.
- ☐ Once grades are posted at the Host Institution, request for an official transcript to be sent *from the Host Institution* directly to transcripts@tntech.edu.

SECTION 8 — Signatures (ALL signatures must be handwritten — electronic signatures will not be accepted)**STUDENT**

Statement of Compliance: I acknowledge it is my responsibility to ensure this entire form is accurate, signed by the appropriate persons, and returned to the Financial Aid Office at each institution. I understand that if I withdraw or classes are cancelled after financial aid has disbursed, funds may be owed back to Tennessee Tech.

Student Signature

Date

TTU ACADEMIC ADVISOR

Approval of Academic Advisor

Date

TTU FINANCIAL AID — HOME INSTITUTION

TTU Financial Aid Administrator Signature

Date

HOST INSTITUTION FINANCIAL AID OFFICIAL

Host/Signature of Financial Aid Officer _____

Date _____

Printed Name & Title: _____

Institution: _____

IMPORTANT REMINDERS:

- This form must be completed each semester. Federal Financial Aid can only be disbursed with 6+ CPoS hours during the summer term. TELS programs are subject to proration.
- The student is responsible for payment to the host institution regardless of whether financial aid has disbursed.

A financial aid HOLD will be placed on the student's account until the official host institution transcript has been received and processed. TTU bears no responsibility for the student's payment of tuition, fees, or charges at the host institution. **The student is responsible for paying the Host Institution on time, regardless of the status or timing of TTU financial aid.**

The host institution should seek payment for charges only from the student, not from TTU.

Institutional (TN Tech) scholarships will be based solely on enrollment at TN Tech. Any appeals based on extenuating circumstances must be submitted using the Scholarship Request for Exception form, found on the Scholarship Office website.

SECTION 9 — Informational Disclosures, Policies & Institutional Responsibilities

The following information applies to all parties (student, TTU - Home Institution), and the Host Institution). Please read carefully before signing.

9A. Purpose & Eligibility

A Consortium Agreement allows a student to receive financial aid while taking courses at a school other than their home institution, provided those courses apply toward their TTU degree. This agreement sets forth Title IV federal and state financial aid responsibilities between TTU and the host institution for the term indicated.

Agreements are approved only under extenuating circumstances. For example, a required course unavailable at TTU in a given term, or hometown enrollment during the summer. **Taking courses because they are less expensive or easier at another institution is not an extenuating circumstance and will not be approved. All requested courses must be in the student's program of study (CPoS) to be considered for approval.**

9B. Student Process, Transcript Requirements & Key Deadlines

1. Obtain academic advisor approval at TTU, then submit this completed form with your TTU Degree Works (via Eagle Online) and host institution course schedule to the Office of Financial Aid.
2. For TELS/HOPE: submit this form to the Financial Aid Office at both the Home and Host institutions before the semester begins and after all prior-term grades are posted. Both offices must sign the Statement of Verification (Section 8).
3. After grades are posted, request an official transcript from the host institution sent directly to TTU. Failure to do so will result in a financial aid HOLD on your account and may prevent future aid and HOPE Scholarship awards. Future consortium agreements will not be honored until the transcript is received.

NOTE: If a student withdraws or a class is cancelled after financial aid has disbursed, funds may be owed back to TTU. Aid will not disburse until all signatures are received. Electronic signatures are not accepted. This form must be completed each semester; summer enrollment requires 6+ credit hours for federal financial aid. TELS is subject to proration in certain circumstances.

SUMMER DEADLINE: Completed forms must be submitted to the Office of Financial Aid by **June 4th**.

9C. TELS / HOPE Scholarship Award Basis & Compliance

TELS applies to students enrolled in at least 6 semester hours pursuing an associate or baccalaureate degree who continue to meet HOPE eligibility requirements. The TELS award is based on the Host Institution's award amount and the student's eligible College Program of Study (CPoS). If concurrently enrolled at both institutions, the award is based on TTU's amount and CPoS. A separate agreement is required each semester. TELS is subject to proration in certain circumstances, as reviewed by the State Coordinator at the Home Institution.

Statement of Compliance: By signing Section 8, I acknowledge responsibility for ensuring this agreement is accurate, signed by all appropriate parties, and returned to the Financial Aid Office at each institution. I understand funds may be owed back to TTU if I withdraw or classes are cancelled after disbursement, and that I am responsible for timely payment to the host institution regardless of aid status.

9D. Institutional Responsibilities

Tennessee Tech University (Home Institution)	Host (Visiting) Institution
Grant the student's degree and determine Title IV federal/state aid eligibility, enrollment status, and award packaging.	Maintain Title IV institutional eligibility per U.S. Department of Education requirements.
Disburse all Title IV aid; give academic credit for host institution courses on the same basis as TTU coursework.	Provide the student's direct cost of attendance, course/credit hour details, and enrollment period on the enrollment form.
Calculate tuition, fees, room and board for jointly enrolled students; determine academic standing per TTU policy.	Promptly notify TTU Financial Aid if the student drops hours or withdraws; provide last-attendance date for all F grades.
Apply Title IV refund/repayment policy for any drops or withdrawals; determine award eligibility per TTU enrollment snapshot date.	Complete and promptly return the concurrent enrollment form to TTU's Student Financial Aid Office.
Maintain all documentation for audit and federal program review; pay Title IV awards for the designated academic period.	Seek payment for charges only from the student — not from TTU.
Bear no responsibility for the student's tuition, fees, or charges at the host institution.	