



# 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 (SFA) 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. Courses offered at Tennessee Tech during the requested consortium term cannot be included in the consortium agreement.
- 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.

***NOTE: If you, the student, withdraw from the class(es) or the class(es) has been cancelled after financial aid has been paid out to you, you may owe money back to Tennessee Tech.***

The student must have an official transcript from the HOST institution sent to Tennessee Tech University once your 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.

# 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: \_\_\_\_\_