



BETHUNE-COOKMAN UNIVERSITY

OFFICE OF STUDENT FINANCIAL AID

Consortium Agreement 2009 - 2010

Overview - Instructions & information to the student completing this form

All sections must be completed before you submit the consortium agreement to the Office of Student Financial Aid. This form will be returned to you, and it will delay processing if all sections are not fully done. It is highly recommended that you meet with a financial aid counselor regarding this form to prevent processing delays.

IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE THIS FORM, TO OBTAIN THE CORRECT INFORMATION AND SIGNATURES FOR PROCESSING AND ATTACH REQUIRED DOCUMENTATION:

- 1. COPY OF B-CU TRANSIENT FORM**
- 2. COPY OF STUDENT'S CLASS SCHEDULE FROM HOST SCHOOL**
- 3. COPY OF TUITION AND FEES FROM HOST SCHOOL**

You will be required to obtain information from the financial aid office at the "host" school. The "host" school is the other school you are planning to attend.

Below is a checklist to help guide you through the steps.

Section I Student Information

Section II B-CU Office of Student Financial Aid Consortium Agreement Responsibilities

Section III Host School's Consortium Agreement Responsibilities

ONCE ALL SECTIONS OF THIS DOCUMENT ARE COMPLETED, SUBMIT IT TO THE OFFICE OF STUDENT FINANCIAL AID BETHUNE-COOKMAN UNIVERSITY FOR REVIEW. DO NOT SUBMIT THIS DOCUMENT UNLESS ALL SECTIONS HAVE BEEN DONE.

Sustaining a Legacy of Faith, Scholarship and Service

640 Dr. Mary McLeod Bethune Boulevard · Daytona Beach, FL 32114-3099
Direct Line 386.481.2620 · Toll Free 1.800.553.9369 · Fax 386.481.2621 · Email financialaid@cookman.edu
Website www.cookman.edu/financial_aid/index.html



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OFFICE OF STUDENT FINANCIAL AID

Section I – Student Information

Last Name	First Name	B-CU ID#
Social Security #:		Phone#:
Address:	City:	Zip Code:
Consortium Agreement Period: <input type="checkbox"/> Fall (08/25/09 - 12/15/09) <input type="checkbox"/> Spring (01/05/10 - 05/01/10) <input type="checkbox"/> Summer (05/1/10- 08/01/10)		
<input type="checkbox"/> I will be enrolled at: _____ (name of host school) for _____ credit hours. <input type="checkbox"/> I will be at B-CU during the same time period for _____ credit hours. <input type="checkbox"/> My total credit hours enrolled at both B-CU and the host school totals to _____ credit hours.		
Under this agreement, I accept the following conditions: <input type="checkbox"/> I must currently have a 2.0 cumulative GPA. <input type="checkbox"/> I must be enrolled in a degree, certificate, or recognized credential program at B-CU. <input type="checkbox"/> I must maintain satisfactory academic progress. <input type="checkbox"/> I must take courses at the host school which are transferable to my B-CU degree, certificate, or recognized credential as certified by my B-CU academic advisor. <input type="checkbox"/> I must notify the B-CU Office of Student Financial Aid if I do not begin attendance in the courses listed and approved under this agreement. <input type="checkbox"/> I must immediately inform the Office of Student Financial Aid and the host school of any change in my enrollment status, including withdrawing from all courses. <input type="checkbox"/> I must make sure that the host school provides the Registrar Office at B-CU with an official academic transcript upon completion of the consortium agreement enrollment period. <input type="checkbox"/> I must pay all tuition, fees, and other expenses as charged by B-CU or the host school. <input type="checkbox"/> This consortium agreement is only valid for the enrollment period indicated. A new consortium agreement is required for subsequent terms of enrollment. <input type="checkbox"/> I have read this entire document and agree to the terms set forth by Bethune-Cookman University. The conditions within this agreement cannot be appealed for any reason by the student.		
Student Signature _____		Date: _____

Advice: You, the student, must complete the above section with your information. Be sure to sign the statement that you agree to the terms and conditions of this consortium agreement.

NOTE TO STUDENT: Attach the following Documentation

- 1. COPY OF B-CU TRANSIENT FORM**
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Section II – B-CU Financial Aid Consortium Agreement Responsibilities

Under this agreement, B-CU will:

- Process the student's FAFSA application and provide payment of Title IV funds (if eligible) as appropriate for the duration of the agreement.
- Will disburse federal aid according to the host school's academic calendar.
- Certify the student is making satisfactory academic progress toward the completion of his or her degree, certificate, or recognized credential at B-CU.
- Will process SSCR enrollment reporting to the National Student Clearinghouse.
- Will calculate all components for Return of Title IV funds, when appropriate.
- Will maintain Title IV record keeping and reporting requirements.
- Will monitor hours enrolled for institutional refunds and repayments.
- Report the student on our FISAP
- Other:

Student Financial Aid authorizing signature: *Joseph Coleman*

Printed name: **Joseph Coleman**

Date: As of today

E-mail address: colemanj@cookman.edu

Telephone: 386-481-2626

Fax: 386-481-2621

Comments by B-CU or the host school:

B-CU is on a semester based system.

Full time undergraduate enrollment at B-CU is defined as 12 or more credit hours; three-quarter time enrollment is 9-11 credit hours; half-time enrollment is 6-8 credit hours.

Full time graduate enrollment at B-CU is defined as 9 or more credit hours, three-quarter time enrollment is 5-8 credit hours, half-time enrollment is 4 credit hours.

Advice: You, the student, do NOT have to complete anything in the above section. This section is pre-printed with information that your host school will find useful. The host school will use the information from Section II to help them complete their information in Section III.

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Section III – Host School’s Consortium Agreement Responsibilities

Will the student receive financial aid at your institution? Yes No
If yes, please list the type & amount of funding: _____

Enrollment period dates: From: _____ To: _____
Total credit hours enrolled: _____
Is your institution on a _____ quarter or _____ semester system?

Cost of attendance values for the semester/term under this agreement:

Tuition & fees: \$ _____ Room & board: \$ _____
Books & supplies: \$ _____

Under this consortium agreement, the host school will upon form completion:

- Certify the student has been accepted for enrollment in an academic program that meets Title IV financial aid eligibility requirements.
- Will provide school specific consumer information to the student.
- Will provide BCU with documentation of the student’s enrollment at your school.
- Will notify BCU if the student fails to enroll or withdraws from your school.
- Will provide BCU with an official academic transcript upon completion of the agreement period.
- Other:

Host school’s financial aid authorizing signature:

Printed name:

Date:

Email address:

Telephone:

Fax:

Advice: You, the student, do not need to complete anything in the above section. The school you are attending completes this section. This will help BCU construct your financial aid package noting the costs between the host school and B-CU. This section also describes the type of information BCU wants your host school to provide us in order to maintain accurate records about your enrollment at the other school.

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UNIQUE SITUATIONS AND CLARIFYING QUESTIONS THAT IMPACT SOME STUDENTS WHEN COMPLETING THE CONSORTIUM AGREEMENT FORM

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- What is the difference between the host and home school on this form? The host school is the school that you are visiting and taking classes away from B-CU. The home school is considered B-CU because you are receiving your degree from this University.**
- It may take two or three weeks for this agreement to be processed and completed. You may have to find alternative financial resources if your tuition and fees are due at the host school before this consortium agreement is processed.**
- Consortium agreements are a voluntary relationship between two different schools in order to process and combine your financial aid package. According to federal regulations, the host school is not required to agree to the terms under this agreement. If the host school refuses the consortium agreement, there is no appeal process. Your financial aid will be processed according to your hours of enrollment at B-CU only.**
- You must have a 2.0 cumulative grade point average before this consortium agreement will be processed.**
- A registration hold will be placed upon your B-CU record if an official academic transcript is not provided to the Registrar's Office within thirty-days after the consortium agreement period expires.**
- You are responsible for paying all costs at the other school. Student Financial Aid and the Student Accounts Office will NOT forward financial aid proceeds to the host school on your behalf. If you receive a financial aid refund check, you must utilize your financial aid proceeds to pay the host school's charges.**
- If you are newly admitted to B-CU and this is your first semester of attendance, you must take at least one class at BCU to process this agreement. This rule may also impact students who are re-admitted to B-CU after a period of non-attendance.**
- If the host school you are attending is on a quarter-based system, the credit hours you are taking, may be converted (reduced) to a semester based equivalency to determine the total value of your credit hours between both schools.**
- The Office of Student Financial Aid reserves the right to not process this agreement for any reason.**

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