

**FINANCIAL AID OFFICE****366 Luna Drive • Las Vegas, NM 87701**

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# Consortium Agreement

**SECTION 1: CONSORTIUM AGREEMENT OVERVIEW (To be completed by the student)**

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Print Student's Name

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LCC ID #

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Student's Phone Number (include area code)

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Name of Host School**Enrollment Period:**

FALL \_\_\_\_\_

SPRING \_\_\_\_\_

SUMMER \_\_\_\_\_

**Deadline to Submit: 3<sup>rd</sup> Friday of the Semester at LCC**

A consortium agreement is a written contract between a student's Home School (Luna Community College) where the student is regularly admitted and working to complete a degree or certificate and a student's Host School where the student is taking courses with the intent of transferring those courses back to the Home School to be applied toward their primary program of study.

By accepting this Consortium Agreement, the Office of Financial Aid at Luna Community College agrees to calculate the student's total financial aid package based on the total credit hours taken at both the Home School and the Host School for the consortium enrollment period. Credit hours that cannot be applied toward the student's primary program of study on record at Luna Community College will not be considered.

As the Home School, Luna Community College will be responsible for the following:

- Determining eligibility for and processing financial aid
- Monitoring Satisfactory Academic Progress
- Calculating Return to Title IV Funds, if the student fully withdraws
- Maintaining records in accordance with applicable federal and state laws

The student will be responsible for the following:

- Paying any applicable charges at the Host School according to the Host School's payment schedule
- Submitting an official Enrollment Verification from the Host School to LCC's Office of Financial Aid after the 3<sup>rd</sup> Friday of the Host School's semester. **Disbursements will be withheld until received.**
- Satisfying all requirements related to financial aid processing including but not limited to verification, conflicting information, regular admission status, etc.
- Requesting official transcripts at the completion of the semester to be submitted to Luna Community College for evaluation of transfer credit

By signing, I acknowledge that I have read and understand all the information in **SECTION 1**, including mine and LCC's responsibilities, of this Consortium Agreement. Additionally, I authorize the two schools listed on this form to share all necessary information regarding my enrollment so that my financial assistance can be based on combined enrollment.

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Student Signature

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Date

Student Name: \_\_\_\_\_

LCC ID #: \_\_\_\_\_

## **SECTION 2: COURSE EVALUATION (To be completed by an academic advisor or Office of the Registrar)**

Please list the courses that will be taken by the student at the Host School and will be accepted for transfer credit toward the student's primary program of study on record at Luna Community College.

Course Number	Course Name	Credit Hours

By signing, I attest that the courses listed above are the courses the student intends to take at the Host School and each course will be accepted for transfer credit, upon successful completion, toward the student's primary program of study on record at Luna Community College.

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Authorized LCC Official's Signature & Title

Date

## **SECTION 3: HOST SCHOOL CONFIRMATION (To be completed by the Host School Office of Financial Aid)**

Host School Charge Description	Amount
Tuition	\$
Fees	\$
	\$
	\$

The Host School assumes responsibility for the following:

- Providing the LCC Office of Financial Aid documentation of the student's enrollment
- Notifying LCC if the student does not enroll in, begin, or withdraws from any course(s) listed above. Notification of official withdrawal must include official date of withdrawal and other pertinent information
- Providing LCC with an official academic transcript upon completion of the consortium enrollment period, at the student's request
- Ensuring the student is not awarded any federal or state funds by the Host School for the consortium enrollment period

By signing, I confirm the student is enrolled in the courses listed in **SECTION 2** at the Host School. I attest that all information in **SECTION 3** is complete and accurate. As an authorized official of the Host School, I acknowledge the Host School's responsibilities outlined above.

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Authorized Host School Official

Date

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Host School Official's Printed Name

Host School Official's Title

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Host School Official's Phone Number

Host School Official's Email