

## LUNA COMMUNITY COLLEGE CONSORTIUM AGREEMENT

Office of Student Financial Assistance ~ 366 Luna Drive ~ Las Vegas, NM 87701 Phone: 505-454-5324 ~ Fax: 505-454-2539

| Name:                                  | L0            | CC ID:   |         | _SSN:           |            |
|--|---------------|----------|---------|-----------------|------------|
| <b>Enrollment period</b> (Select one): | Fall<br>Year  | Spring _ | Year    | Summer _        | Year       |
| Name of Visiting Institution:          |               |          |         |                 |            |
| Number of credit hours: LCC            | Visiting Inst | itution  | (cannot | exceed LCC cred | lit hours) |

## **IT IS AGREED AS FOLLOWS:**

The above referenced student attends LCC as his/her home institution, as LCC will grant the student's degree or certificate. LCC will consider the approved course(s) taken at the Visiting Institution as part of the total semester credit hours of the student to determine the student's enrollment status for the semester indicated above. Because the student named above attends LCC as his/her home institution, LCC will be responsible to the U.S. Department of Education for calculating awards, disbursing aid and monitoring student eligibility of Title IV Funds expended pursuant to this agreement. In addition, LCC will maintain all records as required by the U.S. Department of Education and LCC will follow its operating procedures outlined in its Policies & Procedures Manual.

In order to enable LCC to fulfill the Satisfactory Academic Progress requirements of the U.S. Department of Education and LCC, the **STUDENT** will be responsible for forwarding final grades to LCC.

## TO BE COMPLETED BY VISITING INSTUTION

|                                 | TUITION              | \$                       |
|---------------------------------|----------------------|--------------------------|
|                                 | FEES                 | \$                       |
|                                 | BOOKS/SUPPLIES       | \$                       |
|                                 | TOTAL                | \$                       |
| Authorized Financial Aid Repre  | esentative Signature | Title                    |
| Authorized Financial Aid Office | er Printed Name      | Date                     |
| Email Address                   |                      | Contact Telephone Number |

## **COURSE APPROVAL**

I have reviewed the course(s) that are part of this agreement. LCC will give credit for the courses taken at the Visiting Institution on the same basis as if LCC provided the course work. In addition, I understand that credits earned through contracted course work must be treated exactly as those credits earned at LCC. The following course(s) taken at the Visiting Institution will be accepted for transfer:

| COURSE TITLE                     | CREDIT HOURS |  |  |
|----------------------------------|--------------|--|--|
|                                  |              |  |  |
|                                  |              |  |  |
|                                  |              |  |  |
|                                  |              |  |  |
| Luna Community College Registrar | Date         |  |  |

- Consortium Agreement deadline is the 2<sup>nd</sup> Friday of the term by 5:00 pm.
- In order to qualify for a Consortium Agreement, you must:
  - ✓ Have a completed financial aid file at LCC
  - $\checkmark$  Be a degree seeking student at LCC
  - ✓ All credit hours at each institution must apply to the student's LCC program of study
  - ✓ The number of credit hours cannot at the Visiting Institution cannot exceed the number of credit hours at LCC
  - ✓ You must be meeting satisfactory academic progress
  - ✓ Be enrolled at a minimum of at least 6 credit hours at LCC for the Fall and Spring semesters, and a minimum of 3 credit hours for the Summer Semester
  - ✓ Complete withdrawals from LCC will void the Consortium Agreement
- You MUST pay or make any necessary payment arrangements with the Visiting Institution. *LCC* will NOT be responsible if your classes are dropped and/or cancelled
- Failure to complete courses at Visiting Institution will make you ineligible for future consortium agreements
- Receiving financial aid from two institutions for the same semester is illegal
- You will be responsible for submitting a copy of your academic transcript (with consortium courses listed) to the OSFA, and an official transcript must be sent to LCC Registrars Office

I have read, understand, and agree to participate in the Consortium Agreement according to Luna Community College guidelines.