



# NORMANDALE COMMUNITY COLLEGE

## Financial Aid Consortium Agreement Instructions Minnesota State schools

This consortium agreement is to be used by students that are getting their degree/certificate and financial aid from Normandale Community College and who wish to take coursework at another MnSCU institution and have those credits included as part of their term credit load at Normandale.

In order for this Financial Aid Consortium Agreement to be processed by the Normandale Financial Aid and Scholarship Office you must:

1. Register for your courses at Normandale and the host institution.
2. Complete the "Student Section";
3. Take the Consortium Agreement and a print out of the enrolled courses to a Normandale Academic Advisor/Counselor for completion of the "Degree or Certificate Granting (Home) Institution Advisor Section";
4. Submit the Consortium Agreement.

You are responsible for adhering to the tuition/fee payment deadlines at the host institution. Approval of this consortium agreement DOES NOT relieve you of the obligation to pay your tuition/fees at the host institution when required.

Without the academic advisor's/counselor's signature the Consortium Agreement will be returned to you unprocessed.

### **IMPORTANT STUDENT RESPONSIBILITIES**

Notify the Normandale Financial Aid Office if:

- You change sections of the consortium course.
- You are dropped at the Host school and have to re-register. A consortium agreement may not hold your class at the Host School.
- You are responsible for paying tuition at the other school. We do not send funds to them.
- You are responsible for cancelling financial aid at the other school.
- If you decide to add another class you must complete a new consortium agreement.



# FINANCIAL AID CONSORTIUM AGREEMENT for Minnesota State Institutions

*(Follow the instructions on the back-side of this agreement)*

**STUDENT SECTION**

Name: \_\_\_\_\_ Star ID: \_\_\_\_\_ NCC Tech ID \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State ZIP

Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_ Term/Year: \_\_\_\_\_

**I understand:** I cannot receive financial aid at two schools during the same term. I need to obtain the approval of my academic adviser/counselor for the consortium course(s). Enrollment in extended term and/or correspondence courses may have an impact on my financial aid. The consortium course(s), if approved, will be included in measuring Satisfactory Academic Progress at my home institution. This application should be submitted and approved within the first 30 days of the semester. Documents turned in after this time may not be processed.

**Normandale is designated as my home school (the school where I will receive my degree) and I will receive financial aid from Normandale for the term specified on the Consortium agreement.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Submit a print out of the enrolled courses and circle the Minnesota State school you are attending below:</b>			
Alexandria Technical College	Hibbing Community College	Minnesota State University - Mankato	Riverland Comm College
Anoka-Ramsey Comm College	Inver Hills Comm College	Minnesota State University - Moorhead	Rochester Comm & Tech College
Anoka Technical College	Itasca Community College	Minnesota West Comm & Tech College	St Cloud State University
Bemidji State University	Lake Superior College	North Hennepin Comm College	St Cloud Tech & Comm College
Central Lake College	Mesabi Range College	Northland Comm & Tech College	St Paul College
Century College	Metropolitan State University	Northwest Technical College	South Central College
Dakota County Technical College	Minneapolis Community College	Pine Technical & Community College	Southwest Minnesota State University
Fond Du Lac Tribal & Comm College	Minnesota State College – Southeast	Rainy River Comm College	Vermilion Comm College
Hennepin Technical College	Minnesota State Comm & Tech College	Ridgwater College	Winona State University

**DEGREE OR CERTIFICATE GRANTING (HOME) INSTITUTION ADVISOR SECTION**

**Home Institution:** Normandale Community College Financial Aid and Scholarship Office  
**Applicable Courses on Consortium Agreement:** Advisors/Counselors please write in courses here:

--	--	--

**Academic Advisor/Counselor:** I recommend that the course(s) being taken at the Host institution be approved for the Financial Aid Consortium Agreement. Normandale Community College will accept these courses as part of a Normandale student's degree or certificate program.

Academic Advisor/Counselor printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

-----  
**Financial Aid and Scholarship Office use only**

This Financial Aid Consortium Agreement is: \_\_\_\_\_ Approved \_\_\_\_\_ Not approved

Credits at host school \_\_\_\_\_ Credits at home school \_\_\_\_\_ Total credits \_\_\_\_\_  
 FA Office will appropriately code FA0207UG for Minnesota State College/University host schools.

Financial Aid Signature \_\_\_\_\_ Date \_\_\_\_\_

NCC is an affirmative action, equal opportunity educator/employer