

Consortium Request Form

A financial aid consortium agreement is a binding agreement between eligible schools that allows a student enrolled in a degree-seeking program at one institution (the Home School) to study at and receive credit from a Host Institution. The purpose of a consortium agreement is to ensure disbursement of the proper amount of financial aid. It is possible to receive financial aid through LMU while taking courses at another institution if the following requirements are met:

- The course(s) you take at the other institution must be a requirement of your degree program and transferable to LMU.
- Course(s) to be completed at the host school are either not offered at LMU, or your degree completion will be significantly delayed due to course sequencing and/or prerequisite requirements for LMU courses.
- You must pay for classes at the host school yourself, even with an approved consortium agreement. Often times, schools will require payment in advance, prior to financial aid disbursement. LMU will not make payment directly to the other school.
- LMU must receive an official transcript of these courses. Hours completed in the summer are counted toward the benchmark hours and grades received can affect future eligibility.
- If courses are taken concurrently, you must be enrolled at LMU for six or more credit hours during the semester in which courses are taken at the host institution.
- If the consortium request is for the summer semester, you must be enrolled at LMU in the semesters immediately before and after summer enrollment.

Student Information – Please complete this form and return it to the Office of Student Financial Services if you meet the above requirements. If approved, you will receive directions for completing additional Consortium Agreement documents.

Student Name	Date of Birth	LMU Student ID

Name of Host Institution	Term/Year

Requested Course(s)	Number of Credit Hours

Please explain the reason(s) for your request:

Student Signature: _____ **Date:** _____

Consortium Application Process:

1. Speak to your advisor to ensure the courses you wish to take at the host institution will transfer to your degree program at LMU.
2. Complete the *Consortium Request Form* and return it to the Office of Student Financial Services before you enroll in courses at the host institution. The Student Financial Services Office will notify you in writing (via email) as to whether or not your consortium request has been approved.

If the Consortium Request is approved:

3. Complete an *Approval of Enrollment at Another Institution*. This form is available in and will be returned to the LMU Registrar's Office.
4. Complete a *Consortium Agreement*. This form is available in and will be returned to the LMU Student Financial Services Office. Completion of the form requires signatures from the financial aid office at the host institution and the LMU Registrar.

HOPE Scholarship recipients must complete a *TELS Consortium Agreement*. This form is available in and must be completed by the LMU Student Financial Services Office. Please note, the form cannot be processed until all grades from the previous term are posted. In some instances, you may begin coursework at the host institution before the LMU Student Financial Services Office can process the TELS Consortium Agreement.

How will a consortium agreement affect future aid eligibility?

HOPE Scholarship:

- To retain the HOPE Scholarship, there are minimum grade point averages a student must maintain. HOPE eligibility is reviewed at what are called benchmarks. Every 24 attempted hours, your GPA will be reviewed to ensure you are maintaining the required GPA. After attempting 24 and 48 credit hours, you must have a 2.75 cumulative GPA. After reaching the 72 hour benchmark and beyond, you may retain the award in one of two ways:
 - achieve a cumulative GPA of at least 3.0 **or**
 - if your cumulative GPA is between 2.75-2.99 and your semester GPA is 3.0 or above in the prior semester then you may retain the award on a semester-to-semester basis. Under these guidelines, you must maintain full-time enrollment. Your eligibility is checked after each semester except for the summer. However, if you meet these guidelines and enroll full time for the summer, your eligibility will be checked at the end of the summer term.

Pell Grant:

- The Department of Education has a limit on the amount of Pell Grant that you can receive. The amount of Pell Grant a student can receive is equivalent to six full-time years, or 600%. Any Pell Grant that you use with an approved consortium agreement will go against your Pell lifetime limit.

Withdrawing or Dropping Classes:

- Always check with the Office of Student Financial Services at LMU before you drop a class or withdraw completely from classes. This includes when you are attending at a host institution with an approved consortium agreement. Dropping classes or withdrawing can cause the cancellation or pro-ration of certain financial aid awards and can ultimately leave you owing a balance to the university. Dropping a course(s) without a documented medical or personal reason may cause you to permanently lose your HOPE Scholarship eligibility.