



Financial Aid Consortium Agreement and Certification

DIRECTIONS

The student named in **SECTION A** has applied for federal financial aid from the Missouri Western State University while taking courses at your institution. This is possible under the following circumstances:

- The Registrar's Office, Missouri Western State University, St. Joseph, MO, must approve the student's proposed course work and certify that the course work will generate at least the minimum number of credits required to maintain financial aid eligibility.
- Your institution must complete **SECTION B** of this form. Please also submit **supporting documentation for the fees you list on the cost estimate**. Documentation may include, but is not limited to, a photocopy of costs listed in your catalog or a letter written on institutional letterhead that lists the costs. Please return the completed forms and the additional documentation by fax or mail to the address above.
- The student must complete **SECTION A and C**.

Please note: This agreement does not make Missouri Western State University party to arrangements concerning program payment between your institution and the student.

Consortium Agreement

Through this agreement, Missouri Western State University, St. Joseph, Missouri, hereafter referred to as the University, contracts with the institution named in this section, hereafter referred to as the Host, to provide a portion of the education for the degree program of the Student named in Section A, hereafter referred to as the Student.

1. For U.S. federal financial aid purposes, the Student studying at the Host will be considered enrolled at the University, which will process federal financial aid, and will be considered a visiting student at the Host. The Host will award no federal financial aid. The Host agrees to inform the University promptly of any Host scholarships that the Host or cooperating institutions may award the Student to ensure that the University does not award funds in excess of the Student's financial need.
2. The University agrees that credit hours earned by the Student while studying at the Host will be considered for transfer to the Student's University degree, providing the Student supplies an official transcript or its equivalent to the University, earns passing grades, and the courses are applicable to the Student's specific degree program.
3. The University disburses financial aid directly to the Student. The Student is responsible for payment of fees to the Host. The University is not responsible for any payments owed by the Student to the Host.
4. The Host will promptly inform the University if the Student withdraws (officially or unofficially) or never attends the program. Such notice will include the last date of attendance.
5. The Host will provide an official transcript or equivalent documentation to the University as soon as possible, noting successful completion of the course(s). Documentation will be provided to the Student and will include course titles, number of credit hours or equivalent measure, and grades or comparable indication of performance. At the Student's request, the Host will send this documentation to:

Office of Admissions,
Missouri Western State University
Eder Hall, Room 101
4525 Downs Drive, St. Joseph, Missouri 64507

6. The Host will send, fax, or e-mail any correspondence pursuant to this agreement to the appropriate address provided for the Office of Financial Aid on the upper right, front page of this agreement. The University will direct any such correspondence to the Host contact person and address given below.

SECTION A: Student Information

Name (last, first, middle initial)

Social Security number

MWSU ID number

MWSU e-mail address

SECTION B: Host Program Information (please provide all requested information)

Name of host institution

Name of contact person

Title

Phone (include area code)

Fax

E-mail address

Department

Address (street, city, state, ZIP code)

Host Registration and Course Information

I certify that the student named in Section A had been officially admitted to the host institution and is enrolled in the course(s) listed below.

Academic year

 Fall Term Spring Term Summer Term

Beginning date

Ending date

Course number**Course title****Credit hrs****Instructor's name****Estimated Expenses**

Tuition and Fees

\$

Books and Materials

\$

Miscellaneous Other Expenses

\$

TOTAL ESTIMATED EXPENSES

\$

Host Signature

Name of Host representative (please print legibly)

Title

Signature of Host representative

Date

SECTION C: Student Certification

I certify all of the information on this form is true and accurate and that I have read and understand the requirements below.

- I have been admitted to a federal financial aid eligible degree or certificate program at MWSU.
- I understand that I should enroll in a minimum of one, three (3) credit hour course at MWSU to be eligible.
- I understand that I must enroll in coursework at an accredited, federal financial aid-eligible institution.
- I understand that my coursework must be evaluated and confirmed by the appropriate MWSU department(s) as acceptable for transfer credit applicable toward my degree.
- I understand that I must request an official academic transcript from the Host upon completion of each academic term. This transcript must be sent to the MWSU Office of Admission.

SECTION C: Student Certification *Continued*

- I understand that only my MWSU credit hours will be included in my total hours of enrollment in determining my eligibility for MWSU scholarships.
- I understand that I am responsible for reading and understanding the MWSU Satisfactory Academic Progress Policy for financial aid recipients available online at www.missouriwestern.edu/finaid.
- I understand that my financial aid will be disbursed to my MWSU student account and automatically applied to the balance due for any MWSU charges.
- I understand that I will receive a billing notification sent to my University e-mail account that directs me to my online billing statement for any MWSU required charges not covered by my financial aid and that payments will be due according to the published schedule.
- I understand that I must use any financial aid credit balance to make payment directly to my host institution for all non-MWSU program fees. I will not use my financial aid to cover other expenses until all of my charges from my host institution are paid in full.
- I understand that if I drop/withdraw from courses or earn fewer than the credits for which I was enrolled, I may be billed for financial aid that I have received for which I am no longer qualified. I will notify the MWSU Office of Financial Aid and my host institution if I reduce my credit hours below the registration indicated in Section B or withdraw from my program.
- I will report the receipt of any scholarship funds to the MWSU Office of Financial Aid.

Student Signature

Signature of student (required)	Date
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SECTION D: University Certification

- I certify that the student named in Section A is a degree seeking student at MWSU and the coursework named in Section B will be credited toward the Student's University degree.

Host course	Host credit hrs	MWSU course

University Signatures

Name of MWSU representative (please print legibly)	Title
MWSU department	
Signature of MWSU representative	Date

SECTION E: University Financial Aid Office Certification

- I certify that the student named in Section A has met the eligibility requirements to receive federal financial assistance.

EFC	MWSU credit hours	Host credit hours	Total credit hours
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University Financial Aid Office Signatures

Name of MWSU Financial Aid representative (please print legibly)	Title
Signature of MWSU Financial Aid Office representative	Date