

## **Barton's Policy on Consortium Agreements**

A consortium agreement is an agreement between Barton and another participating school that allows a student to take classes from both schools during one semester and receive the maximum amount of financial aid for which that student is eligible. Schools are not required to enter into consortium agreements and may refuse to do so. If a school does not participate and will not enter into a consortium agreement, a student's financial aid will be based upon his/her enrollment at only one of the schools. A student may receive federal financial aid from only one school during the same semester. A student may request a consortium agreement by contacting Barton's Financial Aid Office.

The student's responsibilities regarding consortium agreements:

1. The student must be actively pursuing a degree or certificate with Barton;
2. The student must be concurrently enrolled at another accredited school eligible to participate in Title IV programs.
3. The student must have a consortium agreement completed each term.

**Deadline: All consortium agreements must be in writing and completed by the student, Host, and Barton Director of Financial Aid two weeks prior to the last day of the Barton term.**

For purposes of clarification, Barton defines the "home institution" as the institution from which the student intends to graduate, and therefore, where financial aid payment is made. The "host institution" is the institution at which the student is taking one or more additional classes that will be combined with the "home institution" classes for payment of financial aid.

**POLICY REGARDING RESPONSIBILITIES OF INSTITUTIONS: The home institution will grant the degree, calculate the awards, disburse financial aid, monitor satisfactory progress and determine refund/repayment.** The home institution will be responsible for maintaining copies of all documentation required for the student to receive financial aid through the consortium process. The home institution is also responsible for determining that the student has applied for admission as a regular degree-seeking student in an eligible program or is pursuing a certificate and has been officially admitted.

When involved in a consortium agreement with another institution, the host institution is prohibited from providing Title IV program payments to a student. Further, the host institution must immediately notify the home institution of a change in the student's enrollment status during the term for which the consortium agreement is intended. In addition, the host institution must keep track of the student's last date of attendance.

**POLICY FOR CALCULATING AWARDS:** The student's award will be based on total enrollment status at the home and host institutions and the student's eligibility. The student's budget will be based on total tuition and fees at the home and host institutions and the home institution's allowance for books and supplies, room and board, transportation and miscellaneous expenses.

Consortium agreements that are received from another home institution are tracked on a database to allow employees to know what students have consortium agreements and when those agreements will be returned to the home school. Once a consortium agreement is received the student is notified via postcard of the date on which their consortium agreement will be returned to their home institution. Only one consortium agreement will be sent per term. Therefore, students should ensure they request the agreement be sent after they have enrolled in all of their classes for the term.