

## 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.

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.

Students seeking a degree with Barton and taking courses at another school, may contact Barton's FAO for the consortium paperwork.

### **Student Responsibilities – When Barton is the student's "Home" School**

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. Student must supply a transcript from the "Host" school once their classes are completed.
4. The student must have a consortium agreement completed each term.

### **Deadlines**

All consortium agreements must be in completed in writing by the student, host, and Barton Director of Financial Aid. Completed consortium forms must be received by the Barton Financial Aid Office no later than:

Fall Semester – December 1<sup>st</sup>

Spring Semester – May 1<sup>st</sup>

Summer Semester – July 1<sup>st</sup>

### **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.

### **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.

### **Barton as “Host” School**

For consortium agreements where Barton is acting as the “Host” school, documentation received will be 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. The database also provides quick reference to the date the consortium was returned and the method of its return.

When Barton is acting as ‘Host’ School:

- Consortiums will be returned after all of their Barton hours have started.
- 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.
- Consortium agreements are not considered a payment method. Students must make payment arrangements for their Barton course before the consortium agreement can be returned.

Once a consortium agreement is received the student is notified via email of the policies listed above. These policies can also be found on Barton’s website.