

# 2023-2024 Consortium Agreement Request Form



## Office of Scholarships and Financial Assistance

800 University Drive Office: 660-562-1363  
Maryville, MO 64468 Fax: 660-562-1674  
[finaid@nwmissouri.edu](mailto:finaid@nwmissouri.edu) Toll Free: 800-633-1175

### Student information

\_\_\_\_\_  
 Last name First name Middle initial Northwest 919 number  
 \_\_\_\_\_  
 Address City State ZIP Phone Number

A Consortium Agreement is necessary for students enrolled in degree-seeking programs at Northwest MO State University (Home school) to receive financial aid while temporarily attending another accredited higher education institution (Host school). The agreement allows Northwest to disburse financial aid based on combined enrollment at both institutions.

Please complete each section of this form fully before moving to the next, beginning with section A. Section A is to be completed by the Host institution (Institution providing course instruction). Section B is to be completed by the academic advisor and Registrar at the Home Institution (NWMSU). Section C is to be completed by the student. It is the student's responsibility to secure each signature and to ensure completion of each section before moving to the next. Please see instructions in sections A through C for additional guidance.

### Section A - Host Institution

**Student Instructions:** Submit this form to the host institution for completion of section A.

**Host Institution Instructions:** The student listed on this form is seeking a degree or certificate from Northwest Missouri State University and is enrolled at your Institution. As the student's Home Institution, Northwest will be responsible for determining eligibility for aid, disbursing aid, monitoring academic progress, keeping records, returning funds, and reporting federal requirements. Once any balance due at Northwest has been paid, excess funds will be refunded to the student.

Select the term for enrollment you are certifying (select ONE term).

Fall 2023 (August-December)
  Spring 2024 (January-April)
  Summer 2024 (May-July)

Complete the table below, listing courses for enrollment period selected above. If additional space is needed, attach an additional page or a copy of the student's class schedule.

Course/Section Number	Course Title	Start Date	End Date	Semester Credit Hours

Total amount of tuition and student fee charges for courses listed above \$ \_\_\_\_\_

**Host Institution Certification:** The Host Institution agrees NOT to process federal student aid for the student named in Section A.

\_\_\_\_\_  
Name of Authorized Individual Title

\_\_\_\_\_  
Name of Host Institution Email Address Phone Number

\_\_\_\_\_  
Signature Date

This is a two-page document. Please review and complete both pages prior to submitting.

## Section B - Home Institution (Academic Advisor and Registrar's Office)

**Student Instructions:** Please submit this form to your Northwest academic advisor for approval. Once approved by your academic advisor, please submit this form to the Northwest Registrar's Office for approval. The entirety of section A should be completed before submitting this form to the Home Institution.

This is to certify that the student named above is a student in good standing at Northwest Missouri State University. They have our permission to attend the Host Institution during the indicated enrollment period and take the required courses listed in section A. These courses will be transferred back to Northwest to be applied toward their degree program.

\_\_\_\_\_  
Northwest Academic Advisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Northwest Registrar Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Section C - Student Certification

### Certification statement

By signing, I agree to:

- Notify the Northwest Financial Aid Office of any changes in my enrollment level at either school.
- Authorize the Host Institution to release any information required to finalize my financial aid at Northwest.
- Take responsibility for payment arrangements at the Host Institution and understand that Northwest will not transfer funds to another institution on my behalf. I understand Northwest will disburse aid to my Northwest billing account. Once any balance due at Northwest has been paid, excess funds will be refunded to me.
- Have all of my federal and state financial aid processed only at Northwest for the duration of the Consortium Period.
- Submit an official transcript to Northwest after each term at the Host Institution, a hold will be put on students account until received.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Warning: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.**

### Office Use Only

Date form and documents received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Approved

Date: \_\_\_\_\_

Denied

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_