CONSORTIUM AGREEMENT CHECKLIST

1. You must have a completed financial aid file.

2. Part I – Complete the agreement and take the agreement to the appropriate Sacramento State advising center for certification of the “Host” campus units. They will give the agreement back to you.

3. Part II – Read the Consortium Terms and Conditions and sign the “Student Certification”.

4. Part III – Take the Consortium Agreement to the “Host” campus for their campus certification. They will give application back to you.

5. Attach a copy of the “Host” campus class schedule (with units) to your Consortium Agreement.

6. Submit the completed Consortium Agreement with the attached “Host” campus class schedule (with units) to the Student Service Center.

Processing time for the Consortium Agreement is 3 - 5 business weeks. You will be notified regarding the status of your submitted agreement. Incomplete agreements AND agreements submitted after the semester deadline will NOT be processed.

Submit the following, IF your Consortium Agreement is approved:

7. An “official” academic transcript from the “Host” campus to the Office of the Registrar no later than 30 days after the semester has ended. Official transcripts can be submitted to the Student Service Center. A registration hold will be placed on your account until the transcript has been received.

8. An “unofficial” academic transcript from the “Host” campus to the Financial Aid Office no later than 30 days after the semester has ended. A copy of your unofficial transcripts can be submitted to the Student Service Center. A financial aid hold will be placed on your account until this document has been received.

PLEASE NOTE:

- Sac State allows one Consortium Agreement per semester. A consortium agreement is required each semester you intend to concurrently enroll at another college.
- Students enrolled in 12 units for the semester at Sacramento State are ineligible for the consortium.
- Not all community colleges participate in the Consortium Agreement program.
- Due to processing time, financial aid disbursements may be delayed. You must pay your registration fees by the published deadline to avoid enrollment cancellation.

Rev 8/19/15
# 2015-2016 CONSORTIUM AGREEMENT

The consortium agreement allows Sacramento State to accept the units attempted at a host campus. The combination of units attempted at Sacramento State and the host campus is only considered when it affects the disbursement of financial aid. Federal financial aid law states that “The enrollment status of a student attending more than one school under a consortium agreement is based on all the courses taken that apply to the degree or certificate at the home institution.”

Submit the Consortium Agreement by **the semester deadline** to the Student Service Center. Allow 3 – 5 weeks for processing. Incomplete agreements and agreements submitted after the deadline will not be processed.

## PART I. Application and Advising Certification

**Student Name:** ____________________________
**ID#:** ____________________________
**Phone #:** ________________________

**Semester:** Fall 2015       Spring 2016 **Enrollment:** Sacramento State Units: _____  Host Campus Units: _____

**Course(s) at Host Campus (attach a copy of class schedule with units):**

<table>
<thead>
<tr>
<th>Course Title and Number</th>
<th>Units</th>
<th>Beginning &amp; Ending Dates</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Sacramento State Academic Certification:**

In accordance with the above named student’s education plan. I certify that the course(s) referenced above will apply toward the completion of the educational objective at Sacramento State.

**Print Name:** ____________________________
**Advisor Signature:** ________________________
**Title:** ____________________________ **Date:** ______________

**Print Name:** ____________________________
**Major Signature:** ________________________
**Title:** ____________________________ **Date:** ______________

## PART II. Consortium Terms and Conditions

- Student has a declared major and enrolled in a minimum of six units at Sacramento State (wait list not counted).
- Course(s) at the host campus apply toward the educational objective and are not available at Sacramento State.
- Sacramento State Financial Aid Office must be notified in writing within 7 days of withdrawal from any course at the host campus (attach proof of withdrawal).
- *Official academic transcripts* must be provided to the Office of the Registrar within 30 days after the semester has ended. A registration hold will be placed until transcript has been received.
- *Unofficial academic transcripts* must be provided to the Sacramento State Financial Aid Office within 30 days after the semester has ended. A financial aid hold will be placed until transcript has been received.
- No substitutions/changes in courses at the host campus will be accepted once the consortium agreement has been submitted.
- Units at the host campus cannot exceed the number of units taken at the home campus.
- The Satisfactory Academic Progress policy applies under the consortium agreement.

**Student Certification:**

My signature below certifies that I understand the terms and conditions of the consortium agreement. I understand that failure to adhere to all conditions of this agreement may result in a denial of future request to participate in the program.

**Student Signature:** ____________________________ **Date:** ______________

## PART III. Host Campus Certification

I certify that the student referenced above is enrolled in the course(s) referenced above and is not receiving federal or State financial aid (excluding California Community College BOGG grants) from this institution.

**Print Name:** ____________________________
**Host Campus Name and Address:** ____________________________

**Signature:** ____________________________
**Title:** ____________________________ **Date:** ______________
**Phone Number:** ____________________________

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[California State University, Sacramento] [Financial Aid Office]
6000 J Street, Sacramento, CA 95819-6044
Phone: (916) 278-6554
FAX: (916) 278-6082

**Deadlines**

- **Fall 2015:** September 28, 2015
- **Spring 2016:** February 19, 2016

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[rev 8/27/15] CANSRT 15/16