



CONSORTIUM AGREEMENT FORM 2017-2018

Terms and Conditions

In order to receive federal financial aid for the course(s) taken at a host institution; under a consortium agreement, the following terms and conditions must be met.

1. The student must,

- Be enrolled in a degree, certificate, or recognized credential program at BGSU (students in eCampus programs do not qualify),
- Be meeting Satisfactory Academic Progress,
- Be maintaining a 2.0 CGPA or higher,
- Enroll in at least 6 credit hours at BGSU during the consortium enrollment period.

*Exceptions:

- Graduate students must enroll in a minimum 4 BGSU credit hours;
- Co-operative Education students are not required to enroll in additional courses beyond required co-operative education course registration;
- Summer students are not required to enroll in BGSU courses as long as all other criteria have been met
- SFA Director approval of specific program/coursework
- Have earned a passing letter grade (A, B, C, D) in a minimum of 12 BGSU credit hours,
- Not exceed 3 semester limit of consortium agreements, and
- Have a valid 2017-2018 FAFSA on file with BGSU Student Financial Aid Office (SFA)

2. If the student meets the above criteria, the student must,

- Complete sections A and B, obtain the required signatures for sections C and D, and submit this form to BGSU SFA by the listed deadlines. In addition, complete and submit section E to the Transfer Evaluation Office, 110 Admin. Bldg. (they will forward to SFA when complete) to confirm your credits will transfer.

DEADLINE FOR SUBMISSION:

Summer – July 1, 2017

Fall Semester – September 4, 2017

Spring Semester – January 22, 2018

NOTE: Financial aid disbursements will be delayed until **all** sections have been received in SFA.

Completed forms may be uploaded at: <http://sfa.bgsu.edu/upload> or faxed to: (419) 372 – 0404.

- Attach a copy of their schedule from the Host Institution to this document,
- Notify BGSU SFA of any changes in enrollment at either the Host Institution and/or BGSU. This includes failure to begin a course, drop, or withdraw from any of the approved courses under this agreement.
- Inform BGSU SFA and Registration & Records Offices if there is a substitution for any course approved under this agreement.
- Pay all tuition, fees, and other expenses as charged by BGSU or the Host Institution. This includes making payment arrangements with both schools until financial aid is made available.
- Provide BGSU SFA with a copy of their final transcript or grade report from the host school upon completion of the semester; but **no more than 14 days** after the end of the semester covered by this agreement. Failure to do so will result in the removal of all awarded financial aid under this agreement. The student will be required to return any funds awarded and may be denied approval to participate in any future consortium agreements.



BOWLING GREEN STATE UNIVERSITY
Student Financial Aid

CONSORTIUM AGREEMENT FORM 2017-2018

Upload completed forms: <http://sfa.bgsu.edu/upload>
Or FAX: (419) 372 - 0404

Section A: Student Contact and Course of Study Information

Student Name (Last, First, MI)		Name of Host Institution	
Address/City/State/Zip Code			Phone
Host Institution ID #	# Credit Hours enrolled at Host Institution	# Credit Hours enrolled at BGSU	BGSU ID #
Term of enrollment: <input type="checkbox"/> Summer 2017 <input type="checkbox"/> Fall 2017 <input type="checkbox"/> Spring 2018			
Host Institution Course Number and Name	Credit Hours	BGSU Course Equivalency	Credit Hours

Section B: Student Certification and Signature

By signing below, I certify that I will abide by the terms and conditions of this consortium agreement and understand my financial aid eligibility will be adjusted accordingly based on my enrollment at both BGSU and the Host Institution. I further understand that I am responsible for notifying BGSU of any enrollment changes as well as for paying my tuition and fees by the due date(s) at each institution regardless of the status of this agreement.

Student Signature	Date
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Section C: BGSU Academic Advisor Certification

By signing below I certify that I have reviewed the course(s) of study for the student named above and confirm that the Host institution's course(s) are required for and will be applied toward the student's degree, certificate, or other recognized credential program.

Academic Advisor Name (Please Print)	College/Department
Academic Advisor Signature	Date

Section D: Host Institution Financial Aid Certification

By signing below, I certify that I have reviewed the course of study for the student named above and confirm that they have enrollment at our institution. In addition, we will NOT process financial aid for this student and agree to share information about this student's enrollment as requested by BGSU Student Financial Aid.

Credit Hours Enrolled	Semester <input type="checkbox"/> Quarter <input type="checkbox"/>	Enrollment Period (Dates) To	Host School Tuition & Fees \$
Financial Aid Office Staff Name (Please Print)		Phone Number	Email Address
Financial Aid Office Staff Signature & Title			Date

SECTION E: GUEST STUDENT CERTIFICATION FORM
(Please Print)

Name _____ BGSU ID: _____
 BGSU Email: _____@bgsu.edu_____ Date of Birth: _____
 City, State, Zip _____ Phone: () _____
 Term You Plan to Attend (circle): Summer Winter Fall Spring Year: _____
 Name of Institution Attending: _____ Branch (if applicable): _____

MUST FILL OUT BOTH SIDES FOR FORM TO BE PROCESSED

HOST INSTITUTION			BGSU EQUIVALENT			
DEPARTMENT	COURSE NUMBER	HRS	DEPARTMENT	COURSE NUMBER	HRS	Result (office only)
<i>Ex: ENGL</i>	<i>101</i>	<i>3</i>	<i>GSW</i>	<i>1120</i>	<i>3</i>	

Student must check Student Copy of Guest Student Certification form upon receipt for any changes to equivalencies before taking course(s).

- ✓ Course approved for transfer, no changes made (applicability to degree program determined by college office)
- # Course approved for transfer, changes made to equivalencies (applicability to degree program determined by college office)
- * Course approved for transfer, changes made to credit hours (applicability to degree program determined by college office)
- X Course will not transfer

Please read and sign back of form 

FOR OFFICE USE ONLY

STATEMENT OF GOOD STANDING

The above student is in good academic standing at Bowling Green State University. This document is valid only if signed by Director of Transfer Evaluation and Graduation and sent from the Office of Registration and Records at Bowling Green State University.

Rachel A Schaeffer, Director of Transfer Evaluation and Graduation

Date _____

Class (circle): Freshman Sophomore Junior Senior

Student Information

1. **A Statement of Good Standing** will **NOT** be issued to students who do not have a 2.0 accumulative average at BGSU.
2. Transfer credit will be accepted provided the student earns a final grade of “D” or better (or Pass for Pass/Fail registration) that carries at least the quality point of 1.0 or greater (on a 4.0 scale).
3. Transfer credit will not be accepted for any course previously passed at BGSU, **including a final grade of “D.”** The grade from the host institution will not affect the BGSU accumulative average. Exception to this statement occurs only when qualifying for honors at BGSU, at which time, **all work** taken at another institution is averaged into the total accumulative average or when qualifying for selected degree programs.
4. When issuing Guest Student Certification forms, student records are not checked for duplication of credit. It is the responsibility of the student to insure that duplicate work is not taken.
5. Questions regarding pre-requisite(s) at the host institution for course(s) the student wishes to take should be directed to appropriate personnel at the host institution.
6. Student must check the Student Copy of the Guest Student Certification form upon receipt for any changes to equivalencies. If changes are made, please review with Transfer Evaluation Services or college advising office before taking course(s) at host institution.
7. If any equivalency information on the front of this form should change (example: credit hours, department, etc.), a new form must be completed.
8. **Following completion of coursework, it is the student’s responsibility to request an official transcript be mailed directly from the host institution to:**

**Office of Registration and Records
110 Administration Bldg., BGSU
Bowling Green, Ohio 43403**

9. Student must be enrolled (or have applied for graduation, if appropriate) and course work transferred to BGSU within **one** semester beyond “Plan To Attend” term. A re-evaluation will be done if courses are transferred after **one** semester.
10. **Transfer Evaluation Services does NOT determine applicability of course work into your degree program. You must contact your advisor to determine applicability of any course that transfers to BGSU.**

****I understand and agree to the transfer evaluation processes as outlined above****

Student’s Signature or Transfer Representative’s Signature

Date

NOTES: