



2024-2025 Consortium Agreement
between

Dean College and _____
host school

Dean College and the host institution listed above are hereby entering into a consortium agreement.

Section One: To be completed by the student and forwarded to the Office of Financial Aid at the Host School	
Student Name:	Dean ID#
Telephone Number:	E-Mail Address:
Permanent Address:	Local Address:
<div>Consortium Period: <input type="checkbox"/> Summer 2024 <input type="checkbox"/> Fall 2024 <input type="checkbox"/> Spring 2025</div> <div>Number of Credits: _____</div>	
<div>Under this consortium agreement, the student will:</div> <ol style="list-style-type: none">1. Be enrolled in a degree or diploma program at Dean College2. Maintain satisfactory academic progress.3. Take courses at the Host School that are transferable to the student's Dean College degree or diploma program as certified by the Office of the Registrar at Dean College.4. Notify the Dean College Office of Financial Aid if he or she does not begin attendance in the courses covered by this consortium agreement.5. Immediately inform Dean College and the Host School of any change in enrollment status, including withdrawing from any courses.6. File a FAFSA and complete the required financial aid process prior to all applicable deadlines.7. Provide a "Authorization of Transfer Credit Form" to the Office of Financial Aid at Dean College by the end of the Add/Drop Period.8. Verify that the Office of Financial Aid at Dean College has received this completed document on file by the end of the Add/Drop Period.9. Pay tuition, fees, and other expenses as charged by Dean College AND/OR the Host School.10. Provide the Office of the Registrar at Dean College with an official transcript from the Host School for the courses taken during the consortium period.	
Student Signature:	Date:



Section Two: To be completed by the Host School's Office of Financial Aid and forwarded to the Financial Aid Office at Dean College.

Will the student receive non-Title IV funding at your institution? Yes No

Source and amount of funds: _____

Cost of Attendance:

Tuition \$ _____ Books and Supplies \$ _____

Fees \$ _____ Other \$ _____

Under this consortium agreement, the Host School:

1. Agrees not to award any Title IV and/or State aid to the student during the consortium period.
2. Will make available applicable student consumer information required under Title IV.
3. Agrees to notify Dean College if the student fails to enroll in, or withdraw from, the Host School.

Signature of Certified Official from Host School Office of Financial Aid:

Printed Name:

Date:

E-Mail Address:

Telephone:

**Please forward this document to: Office of Financial Aid
Dean College
99 Main St
Franklin, MA 02038**

Section Three: To be completed by the Office of Financial Aid at Dean College

Under this Consortium Agreement, Dean College:

1. Agrees to process the student's Title IV financial aid application and provide payment of Title IV funds (if eligible) as appropriate for the consortium period.
2. Agrees to process private resources including but not limited to 529 plans.
3. Will make available applicable student information required under Title IV.
4. Will verify with the Office of the Registrar that courses taken at Host School are transferable to Dean College.
5. Certifies that the student is making satisfactory academic progress toward completion of his or her degree at Dean College.
6. Will calculate returns of Title IV funds, when appropriate.
7. Will maintain Title IV recordkeeping and reporting requirements.
8. Agrees to notify Office of the Registrar at Dean College with student's total registered credits at Host School and Dean College for NSLDS reporting purposes.

Signature of Certified Official from Dean College Office of Financial Aid:

Printed Name:

Date:



2024-2025 Consortium Agreement Checklist
to be returned to the Office of Financial Aid at Dean College

By signing below, I acknowledge that before my Consortium Agreement can be considered, I must sign **AND** return this copy of the checklist to the Office of Financial Aid at Dean College for **EACH** semester I am concurrently enrolled at Dean College and another institution.

Student Name: _____

Dean ID: _____

Student Signature: _____

Date: _____

Semester to be registered concurrently at Dean College and Host School:

☐ Summer 2024

☐ Fall 2024

☐ Spring 2025

Number of credits being taken at Dean College: _____

Number of credits being taken at Host School: _____

Policy for receiving financial aid through Dean College for a consortium period:

The attached Consortium Agreement is a contract stating that a Dean College student's cross-registration enrollment status may be considered for aid eligibility. This aid is to be processed solely by the student's home institution: Dean College.

- Dean College students must be concurrently registered at Dean College in order to receive aid consideration for courses taken at a Host School.
- Courses taken at the Host School must be approved for Dean College transfer credit prior to submitting this agreement.
- Courses taken at the Host School must be financed in accordance with the Host School's policies.
- If applicable, approval for part-time enrollment status at Dean College must be requested through Dean College's Counseling and Advising Center.
- Dean College's Office of Financial Aid must review the Cost of Attendance (COA) per the cost information provided on the Consortium Agreement by the Host School **AND** the COA for Dean College enrollment to ensure that aid processed does not exceed the student's total COA for the consortium period.
- All financial aid will be applied to the student account with Dean College's Office of the Bursar. Refunds of aid or private resources will be processed in accordance with Office of the Bursar policies and per agreement with Host Institution, when applicable.

Consortium Checklist (to be completed prior to the end of Dean College's Add/Drop period):

- Student must deliver to their financial aid advisor a **Transfer Credit Authorization Form**. The form can be found on Today@Dean on the Office of the Registrar's page.
- Student must deliver to their financial aid advisor **a letter certifying their registration at the Host School**.
- Student must confirm that the attached **Consortium Agreement** was completed by the Host School and received by the Office of Financial Aid at Dean College.
- Student must address any other requests made by the Office of Financial Aid at either institution.

You should retain a copy of this checklist for your records