



# 2023-2024 Financial Aid Consortium Agreement

## Office of Financial Aid

If you are taking classes at two schools at once, **you are not allowed to receive Title IV financial aid (Pell Grant, Direct Student Loan, FSEOG, etc.) at more than one school at a time.** However, if you have an active academic program on file at LTCC (the "Home School"), you may receive credit towards your Title IV financial aid for the classes you are taking at another school (the "Host School").  
**Please read this form carefully and in its entirety.**

Last Name:	First Name:	Date:
Address:		Phone Number:
LTCC Degree/Certificate:		LTCC Student ID #:

### Host School Info:

### Course Info (to be completed by LTCC Counselor):

College Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Host School ID#: \_\_\_\_\_

Host School Course Number: \_\_\_\_\_  
 Course Name: \_\_\_\_\_  
 Number of Units/Credits for above course: \_\_\_\_\_  
 Equivalent LTCC Course Number: \_\_\_\_\_  
 LTCC Course Name: \_\_\_\_\_  
 LTCC Course Number of Units/Credits: \_\_\_\_\_  
 Total Term Enrollment: \_\_\_\_\_  
 LTCC Counselor Name: \_\_\_\_\_

### Under this Consortium Agreement, the student agrees to:

### LTCC Academic Term:

### Host School Term (enter class dates):

- Be actively enrolled in a degree program at LTCC
- Maintain academic progress at both LTCC and the Host School
- Notify the LTCC Financial Aid Office of ANY change in enrollment
- Ensure that the Host College provides LTCC with an official academic transcript upon completion of the class on this form.

**Summer 2023**  
**Fall 2023**  
**Winter 2024**  
**Spring 2024**

**Summer 23/24:** \_\_\_\_\_  
**Fall 2023:** \_\_\_\_\_  
**Winter 2024:** \_\_\_\_\_  
**Spring 2024:** \_\_\_\_\_

### Student Authorization:

I authorize LTCC to release the information on this form to another school, for the purposes of trying to obtain more financial aid.

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

### Host School Financial Aid Office Section

Please list the total estimated additional costs this student may incur by enrolling in an educational program provided under this written arrangement:

Tuition: \$ \_\_\_\_\_ Fees: \$ \_\_\_\_\_ Room & Board: \$ \_\_\_\_\_

Please provide the total number of units the student is enrolled in at your school: \_\_\_\_\_

My school will not disburse any Title IV financial aid to this student

I understand that Lake Tahoe Community College will be responsible for disbursing Title IV aid and monitoring student eligibility.

Printed Name: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## LTCC Consortium Agreement Policy & Procedure: eCFR 668.5(d)

### Policy

A consortium agreement can apply to all FSA programs. Under a consortium agreement, a student may take courses at another school (the “host school”) and have them count toward the degree or certificate at the home school. A student can receive FSA funds only for courses that apply to their certificate or degree program.

LTCC offers consortium agreements, as a home or host school, using a written agreement for each specific student, upon request. We prefer to use the form of the “home school” but will make every effort to facilitate agreements for students who need them.

In a consortium agreement there is no limit on the portion of the eligible program that may be provided by eligible schools other than the home school, except that the home school must offer at least some part of the eligible program.

The following information should be included in all agreements:

- The school that will grant the degree or certificate
- The student’s tuition, fees, and room and board at each school
  - LTCC Cost of Attendance for current Academic Year:  
**Tuition: \$1116                      Fees: \$5                      Room & Board/Housing & Meals: \$17,769**
- The student’s enrollment status at each school
- The school that will be responsible for disbursing aid and monitoring student eligibility
- The procedures for calculating awards, disbursing aid, monitoring satisfactory progress (SAP) and other student eligibility requirements, keeping records, and returning funds when the student withdraws
  - LTCC is a Pell Freeze Date school. The Freeze Date is generally the census date for the academic term, however, some classes that start late have their own later census/freeze dates, typically about 10% into the class.
  - Aid is disbursed no earlier than 10 days before the start of the first class, or 2-4 weeks after the student submits all required documentation.
  - SAP is processed after grades are received at the end of each quarter (typically 3-10 days after the last day of the academic term). **The student is responsible** for submitting an official transcript from the host school within 15 business days after the end of the academic term. If the student fails to submit their transcript, their grade at the host school will be counted as not complete in regards to their LTCC SAP calculation and Return to Title IV responsibilities, and they may be terminated from future financial aid, and/or have to return financial aid.
- The school that disburses an FSA award is responsible for maintaining information on the student’s eligibility, how the award was calculated, what money has been disbursed, and any other documentation associated with the award, even if some of that documentation comes from other schools. Moreover, the school paying the student must return FSA funds if required, for example, in refund/return or overpayment situations. For determining enrollment status under a consortium agreement, see FSA Handbook Volume 3, Chapter 3.

Usually, the home school is responsible for disbursing funds, but if the student is enrolled for a full term at the host school, it may be easier for the host school to monitor the student’s eligibility and make payments.

The deadlines for the Consortium Agreement form are as follows:

- Priority Aid/First-Come-First-Served/By First Disbursement: three weeks (15 business days) prior to the first day of each LTCC academic term
- For the Award Year (July 1-June 30): June 10<sup>th</sup>

Forms may be accepted after these deadlines in exceptional situations, as approved by the LTCC Director of Financial Aid.

### Procedure

1. Student requests a Consortium Agreement or is referred by a Counselor or other LTCC Faculty/Staff
2. If the student is going to **earn their Degree or Certificate at LTCC**, and is planning to be **concurrently enrolled at LTCC and another school** with dates that cross over into each academic term, the student is provided with the Financial Aid - Consortium Agreement form for the academic year in which the host school class will take place.
3. The student may fill out the grid at the top of the form, as well as the Host School Info section, and signs the info release authorization.
4. The student must meet with an LTCC Academic Counselor to complete the Course Info section. The LTCC Counselor enters their name to confirm that the class at the host school is equivalent to a course needed for the student’s LTCC educational goal. The student and the Counselor fill out everything above the Host School section together.
5. The student sends the completed and authorized form to their host school, usually directly to the Financial Aid Office.
6. The host school’s Financial Aid Office may fill out the bottom of the form, and return it directly to LTCC Financial Aid Office, via the email or mailing address provided, or by returning the form to the student, in which case the student must return a copy to the LTCC Financial Aid Office
7. Any aid due to the student as a result of the Consortium Agreement will be disbursed on the next scheduled disbursement date after all documents have been received. Disbursements usually occur every 2-3 weeks on Thursday.
8. The student is responsible for submitting an Official Transcript from their host school showing that the class on the Consortium Agreement is completed with a grade of D or above, or the class will be counted as a not completed class for SAP and Return to Title IV.

Please return this form to: Lake Tahoe Community College - Attn: Financial Aid - 1 College Dr. - S. Lake Tahoe, CA 96150 - financialaid@ltcc.edu