

Consortium Agreement Guidelines

A consortium agreement is a written contract between one or more eligible schools, allowing qualifying students to complete courses at different institutions during the same semester for the purpose of completing a degree. The agreement allows a student to register for classes at a “HOST SCHOOL” and have those credits count toward that student’s degree here at EMU (the “HOME SCHOOL”).

The consortium agreement is only used for the purposes of federal financial aid. EMU is the “HOME SCHOOL” and is where the student must be in a degree-seeking program. EMU’s role in the agreement is to administer the financial aid process by certifying the student’s combined enrollment status and Cost of Attendance for the consortium semester.

The Office of Financial Aid at Eastern Michigan University adheres to a strict policy of allowing consortium agreements ONLY for students who are: 1) following a strictly online program of study (i.e., Dietetics) or 2) studying abroad. Unique circumstances will be considered on a case-by-case basis, but Eastern **WILL NOT** participate in a consortium agreement for economic, convenience or scheduling purposes (i.e., taking classes at Michigan community colleges).

Guidelines:

1. Students must be in a degree-seeking program at EMU and must be meeting Satisfactory Academic Progress requirements.
2. Each course taken at the “HOST SCHOOL” must transfer back to EMU as a requirement for that student’s degree program.
3. Interested students must complete the Consortium Agreement Application and obtain all required signatures. **This is neither the actual agreement nor a guarantee that participation in the agreement will be approved.**
4. The application must be completed **EACH** semester for consideration. All consortium agreements expire at the end of the semester.
5. The consortium period will always correspond to EMU’s semester schedule:
 - a. Fall—September through December
 - b. Winter—January through April
 - c. Summer—May through August
6. Each institution has its own policy on consortium agreements. EMU has no control over another school’s willingness to participate, and to what capacity.

7. It is expected that the student will establish contact with the "HOST SCHOOL" representative. Should a student be entered into an official consortium agreement, it is that student's responsibility to ensure the host school completes and returns all required paperwork to EMU.
8. Students must make necessary financial arrangements with the "HOST SCHOOL" to meet that institution's bill due date. EMU **will not** make payments to the host school. Students must use their EMU refund to pay the host school. **EMU will not disburse financial aid early to meet the host school due date.** Please be advised of EMU's financial aid disbursement and refund schedule. It is also important to know that processing a consortium agreement from application to financial aid disbursement may take several weeks.
9. Students are responsible for having transcripts sent to the Office of Financial Aid for proof of course(s) completion and review of Satisfactory Academic Progress (SAP). **Failure to submit transcripts will result in a return of financial aid for that semester and will prohibit consortium agreement participation for subsequent semesters.**
10. A student's budget (Cost of Attendance) for a consortium agreement is based on combined tuition and fees at the HOST and HOME institutions, including allowances for books/supplies, transportation, room and board, and other personal expenses as determined by the HOST/HOME schools.
11. **A student's loan deferment is his/her responsibility.** EMU cannot certify enrollment at another institution. The student will need to make contact with all lenders to explore options in regards to deferment prior to and during a planned consortium agreement.
12. All students receiving financial aid are encouraged and expected to closely monitor their my.emich and E-bill accounts. An assumption is made that since you are seeking your degree through Eastern, you are aware of all University policies, important dates/deadlines and using the official EMU communication methods.
13. Financial aid refunds are issued through the Eagle OneCard (the official EMU ID card). Distance learners **MUST** contact Eagle Card Services via telephone at 734.487.3176 to start the process of getting a Distance Learner Eagle OneCard

***Special Note Regarding University of New England:* There have been issues in regards to the loose parameters of UNE's start whenever/end whenever online classes. For the purposes of financial aid disbursement at Eastern Michigan University, grades and transcripts must be submitted in a time frame that corresponds to our semesters (see #5 and 9 above). For example, if a student is in a consortium agreement for the Fall semester, EMU will not enter into another agreement for the Winter semester until official transcripts have been received showing successful completion of coursework for the Fall semester.



Eastern Michigan University Consortium Agreement Application

(To be submitted to your Dietetics or Academic Advisor)

Student Name: _____

Student Number: E Social Security # (Last Four): XXX-XX-

Address: _____

Home Phone: _____ Cell Phone: _____

Institution You Plan to Attend ("HOST School"): _____

Host School Financial Aid Contact Name: _____

Contact's Email Address: _____

Contact's Phone Number: _____

Contact's FAX Number: _____

Semester you are requesting consortium agreement participation (select only ONE):

Fall Winter Summer

Dates of Attendance: _____ to _____

Students requesting to participate in a consortium agreement semester MUST acknowledge the following and provide a signature:

1. You must be participating in a study abroad program or a solely online program of study. **Submitting this application does not guarantee approval for the consortium agreement. THIS IS NOT THE ACTUAL CONSORTIUM AGREEMENT. It is a request for consideration only.**
2. You must be meeting EMU's Satisfactory Academic Progress requirements.
3. The class(es) you wish to take at another college/university is/are required for your major or minor. Authorization is required by your academic advisor in the department of your major. The "host school" must be a Title IV Federal Financial Aid approved institution.
4. **You must submit an official "host school" transcript to EMU within four weeks of the end of the consortium semester.** Failure to submit your transcript will result in the cancellation of the consortium and a return of the financial aid issued. If your aid is returned, you are responsible for the charges on your EMU student account.
5. **EMU will not make payments to the "host school." You must work with that school to make payment arrangements. Some schools adhere to a strict policy of payment upon registration. EMU cannot disburse financial aid early under ANY circumstances to meet host school deadlines.**
6. I will notify EMU's Office of Financial Aid immediately of any changes in my enrollment status at either institution.
7. It is expected you have thoroughly read through the Consortium Agreement Guidelines.
8. It is your responsibility to have a refund preference set up through Student Business Services.

Student Signature

Date

Your EMU **Major**: _____

Your EMU **Minor**: _____

Briefly explain your reasons for this consortium agreement request:

During the consortium agreement semester, I plan to take the following cours(es) to satisfy EMU major and/or minor requirements:

"Host School" Equivalent		for	EMU Major Requirement	
_____	(credits =)		_____	(credits =)
_____	(credits =)		_____	(credits =)
_____	(credits =)		_____	(credits =)

"Host School" Equivalent		for	EMU Minor Requirement	
_____	(credits =)		_____	(credits =)
_____	(credits =)		_____	(credits =)
_____	(credits =)		_____	(credits =)

This student is currently in good academic standing. Eastern Michigan University approves the classes indicated above and agrees to accept these as transfer credit(s), provided that the undergraduate student earn grades of "C" or better (and graduate students "B" or better) in each course. During the consortium agreement semester, the student will be considered a student at Eastern Michigan University and will be able to resume studies at EMU upon completion of the consortium semester.

Advisor Signature	Department	Phone
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What happens next?

- Your academic advisor will submit this completed form to EMU's Office of Financial Aid for consideration and processing.
- If this application is thorough and you are approved to participate in a consortium semester, the Office of Financial Aid will draft the consortium agreement between EMU and the "Host Institution" and send to the host school contact for completion and signature.
- The Office of Financial Aid cannot, under any circumstances, disburse financial aid for combined enrollment until a complete, signed and valid consortium agreement is returned from the host school. When the consortium agreement is finalized, your financial aid will be processed.
- Status updates can be viewed through the my.emich portal.
- Financial aid eligibility may change once the consortium agreement is finalized.
- It is expected that you establish contact with the host school representative. It is your responsibility to ensure the host school completes and returns all paperwork to EMU.

****REQUIRED****

**ONLY for University of New England Consortium Agreement
Requests**

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- Eastern Michigan University and University of New England are not affiliated in any way. This means EMU has no control over UNE’s policies and procedures.
 - University of New England has a strict policy of **requiring payment up front at time of registration**. UNE will NOT complete, sign, or send back a consortium agreement until a student is officially registered and **paid in full**.
 - Eastern Michigan University will not and cannot disburse federal financial aid based on assumed or planned enrollment. A complete, officially signed consortium agreement between EMU and the host school (UNE) must be on file before we can disburse aid for combined enrollment.
 - Many students will pay UNE up front with a credit card (or borrow funds from family/friends, etc.), knowing they will be reimbursed once the consortium agreement is final and EMU can disburse financial aid.
 - EMU will not disburse funds earlier than our normally scheduled disbursement dates under any circumstances.
 - **If you are not in a financial position to pay UNE up front, you will want to find another “host school” OR enroll in the minimum number of credits required for federal aid at EMU.**
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I have read and understand the above. EMU will deny the University of New England consortium application if this signature page is not submitted.

Name: _____ Student #: _____

Signature: _____ Date: _____