

# Consortium / Contractual Agreement 2018-2019

## University of Rochester Financial Aid Office

It is agreed and understood that the purpose of this document, pursuant to regulations set forth by the Higher Education Act of 1965, as amended, is to enable the following University of Rochester student to take courses at \_\_\_\_\_ (Host Institution) which directly apply to the pursuit of a degree program at the University of Rochester (Home Institution) and to receive Federal Title IV financial assistance, based on eligibility, toward the cost of attendance at the Host Institution. The student is ultimately responsible for timely execution of this agreement and payment to both the host and home institutions of any charges related to their enrollment.

In the event that the disbursement of my financial aid results in a credit balance on my University of Rochester student account, I authorize the University of Rochester Bursar's Office to forward proceeds from my financial aid to the host institution's Bursar's Office.

\_\_\_\_\_  
Print Student's Legal Name

\_\_\_\_\_  
UR Student ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION 1** - *This section is to be completed by the student. Please be sure to obtain the signature of the Dean of the College or attach a copy of your course approval form with all appropriate signatures.*

**A) Academic Information**

Please complete the following grid and signatures below, or attach a copy of your course approval form. If you attach a copy of your course approval form, you must still list the dates of your enrollment below. If you don't provide this information, the processing of your Consortium/Contractual Agreement will be delayed.

Course/Program Name	Credit Hours	Dates of Enrollment

Upon satisfactory completion (a grade of C or better), these courses have been approved to fulfill degree requirements at the University of Rochester. The student's enrollment status during the term indicated above will be considered when determining satisfactory academic progress in subsequent years.

\_\_\_\_\_  
CCAS Advisor (University of Rochester)

\_\_\_\_\_  
Date Signed

**SECTION 2** - *This section is to be completed by the consortium/contractual (Host) institution.*

Host institution name and address:

Registrar's name and phone number:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Bursar's Office Contact

\_\_\_\_\_  
Bursar's Office Address

\_\_\_\_\_  
Phone Number



# Consortium / Contractual Agreement Instructions 2018-2019

## University of Rochester Financial Aid Office

### PURPOSE

A consortium/contractual agreement is required each time a student participates in a program or attends courses at another institution, but will remain a matriculated student at UR, receiving financial assistance. University assistance cannot be used for courses at another institution; the most common type of aid processed under a consortium/contractual agreement is loans.

### STUDENT CHECKLIST

There are many steps involved in completing a consortium/contractual agreement; **do not wait until the last minute to begin this process.** The steps to complete the agreement are as follows:

- Complete section 1 with your information. Attach a course approval form. Be sure to obtain the Dean of the College's signature on Section 1A.
- Forward the agreement to the Host institution; we advise that you make a copy of the agreement at each stage to avoid redoing the document if it is lost.
- The Host institution completes section 2 and their portion of section 4.
- Forward the agreement to the University of Rochester's Financial Aid Office for review and completion of section 3 and 4.
- Once the completed agreement has been received and reviewed by the Financial Aid Office, we can determine your eligibility for financial assistance and notify the Bursar's Office of where to send any potential refunds.
- You must forward a copy of your bill from the host institution to the University of Rochester Bursar's Office email address ([bursar@admin.rochester.edu](mailto:bursar@admin.rochester.edu)). Be sure to indicate in the e-mail that this is regarding your consortium agreement.**

### IMPORTANT POINTS

- Financial Aid Counselors are available to discuss your plans and how your future aid eligibility may be affected by your plans. All students are strongly encouraged to meet with their Financial Aid counselor prior to completing a consortium/contractual agreement.
- The Financial Aid Office will verify your enrollment with the Host institution before applying any aid to your account. This verification cannot take place until the class or program is in session.
- You should be prepared to pay the Host institution's tuition bill up front, if required. The Bursar's Office will not be able to refund any financial assistance until the beginning of the term, when your registration at the Host institution has been verified. If you have already paid the Host institution's tuition bill, the Host institution will refund you directly when they receive payment from the University of Rochester.

### UR OFFICE INFORMATION

	Financial Aid Office	Bursar's Office
Website	<a href="http://www.enrollment.rochester.edu/financial-aid">www.enrollment.rochester.edu/financial-aid</a>	<a href="https://www.rochester.edu/adminfinance/bursar">https://www.rochester.edu/adminfinance/bursar</a>
Phone	585-275-3226	585-275-3931
Email	<a href="mailto:finaid@rochester.edu">finaid@rochester.edu</a>	<a href="mailto:bursar@admin.rochester.edu">bursar@admin.rochester.edu</a>
Mail	Financial Aid Office, Box 270261, Rochester, NY 14627	Bursar's Office, Box 270037, 330 Meliora Hall, Rochester, NY, 14627