

# CONSORTIUM AGREEMENT FOR FINANCIAL AID PURPOSES

## BETWEEN



J. Sargeant Reynolds Community College

**The Home Institution**  
**J. Sargeant Reynolds Community College**  
**Central Financial Aid Office**  
**P.O Box 85622**  
**Richmond, VA 23285-5622**  
[www.reynolds.edu/jsr\\_fin](http://www.reynolds.edu/jsr_fin)

**And The Host Institution**

\_\_\_\_\_

(Name of Host Institution)

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City, State, Zip)

Student: \_\_\_\_\_ (SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_) has received approval from J. Sargeant Reynolds Community College (JSRCC) to take course work at the host institution during the \_\_\_\_\_ 20\_\_\_\_ Semester.

**THE INSTITUTIONS LISTED ABOVE AGREE TO THE FOLLOWING:**

This student has matriculated at JSRCC, therefore, the student may attend the host institution as a visiting student to take the following class(es):

Course Name	Credit Hours	Course Name	Credit Hours
1.		4.	
2.		5.	
3.		6.	

The student may be considered for federal or state financial aid only through JSRCC. The JSRCC Financial Aid Office will process the applicable student financial aid forms, and award the financial aid the student qualifies for. If the student is offered private financial assistance by the host institution, a copy of the award offer must be mailed to the JSRCC Financial Aid Office, at the address listed above.

If the student completes the host institution’s withdrawal process prior to the end of the academic period noted above, the host institution will notify the JSRCC Financial Aid Office as soon as possible after the date of withdrawal.

At the end of the academic period noted above, the STUDENT is responsible for requesting the host institution to mail an official transcript of all class grades to the JSRCC Central Admissions and Records Office, using the address noted above.

Applicable financial aid disbursement checks will be mailed to the student after the end of the JSRCC add-drop period, provided a properly executed copy of this Consortium Agreement is on file in the Central Financial Aid Office. In the mean time, it is the student’s responsibility to pay his/her tuition and fees, etc. at the host institution in accordance with that institution’s policies.

**TO BE COMPLETED BY THE HOST INSTITUTION:**

Student's enrollment status at the host institution: Enrolled for \_\_\_ credit hours. If the student is enrolled in any class(es) other than those listed above, please list them here: \_\_\_\_\_.

The semester beginning and ending dates are: \_\_\_\_\_.

If the student is enrolled in any of the host institution’s print based independent study classes, teleclasses, and/or virtual classroom classes, please list them here: \_\_\_\_\_.

Please indicate the student's estimated tuition and fees, and books and supplies for all of the courses listed above:

Tuition & Fees: \$ \_\_\_\_\_  
 Books & Supplies: \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

Indicate the students living arrangements at the host school:

With Parents    Off Campus    On Campus

Is the host institution eligible to award Federal Title IV financial aid? Yes    No

**CERTIFICATIONS & SIGNATURES:**

Student	J.S.R.C.C. Advisor	J.S.R.C.C Financial Aid	Host Institution
I understand that I am fully responsible for my Host Institution debts. I understand that my aid will be disbursed to me at J.S.R.C.C.  x	Upon consulting the student’s academic transcript, I find that the courses above are fully creditable toward the student’s stated degree goal.  x	          x	We certify the student has registered for the courses listed above, with any exceptions noted. We will not process financial aid for this student at our institution.          x
Signature	Signature	Signature Diane Branch-Thompson Assistant Director of Financial Aid	Fin Aid Signature
Email Address			Financial Aid Rep Name Email:
Major	Advisor Name	Dbranch-thompson@jsr.vccs.edu	Note: If Financial Aid staff cannot confirm enrollment, please have Records staff perform verification.

Please Return Signed Form to the JSRCC Central Financial Aid Office

## Instructions for completing the Consortium Agreement form.

**Purpose:** The purpose of a consortium agreement is to allow J. Sargeant Reynolds Community College students to take courses at another college and have those courses count toward their financial aid eligibility at Reynolds. All courses taken at another college must count towards your degree at Reynolds and be approved before any aid can be disbursed. Consortium agreements are done one semester at a time for each student.

The table below lists the people involved in the process and their specific roles.

Person	Role
Student	<ul style="list-style-type: none"><li>-Initiates the process by requesting the Consortium Form from JSR Financial Aid staff.</li><li>-Completes the form and ensures it gets to the Host School for processing.</li><li>-Follows up with Host School</li><li>-Pays for Tuition and Fees at the host school from personal funds</li><li>-Attends classes</li><li>-Requests Official Transcripts from the Host Institution after the end of the semester.</li></ul>
Host School	<ul style="list-style-type: none"><li>-Financial Aid rep at Host school processes the form AFTER end of drop period, with help from their records staff if needed.</li><li>-Agrees not to process financial aid</li><li>-Records office sends official transcripts (at student request) to JSR at the end of the semester.</li></ul>
JSR Advisor	<ul style="list-style-type: none"><li>-Works with student to ensure Host School classes will transfer and fit into unmet degree requirements.</li><li>-Signs the Advisor section of the Consortium Form</li></ul>
JSR Financial Aid Staff	<ul style="list-style-type: none"><li>-Helps student and advisor with any questions about the process</li><li>-Provides Consortium forms</li><li>-Accepts completed Consortium form (with all signatures) from Host school and uses the information to adjust the enrollment status &amp; awards as necessary.</li></ul>

### Sequential Steps in the Process:

1. Decide which course(s) to take at the host school
2. Complete the student information portion and list the courses you plan to take.
3. Meet with your advisor to ensure the courses will transfer and count toward your degree or certificate and have him/her sign the advisor portion of the agreement.
4. Send the form to host school financial aid office for appropriate signatures.
5. Follow up with the HOST school. Ensure they certify as soon as possible AFTER the drop/add period.
6. Check with JSR approximately two weeks after drop/add. We will process any aid increases after receiving this form from the host school.
7. At the end of the semester, request official transcripts from Host school to be sent to JSR.