

Policies & Terms Covered by this Consortium Agreement

1. It is the **student's responsibility to ensure that an academic transcript from the Host Institution** representing work attempted under this agreement arrives at the Home Institution within 30 days of the end of the semester.
2. This student seeking a degree from the Home Institution (Casper College) but wishing to enroll for credit at the Host Institution **will receive financial aid only from the Home Institution** (any exceptions must be coordinated with the Home Institution in a timely manner). All federal financial aid awards will be made by the Home Institutions based on policies of the Home Institution.
3. The construction of the student's Cost of Attendance budget will reflect costs at the Home Institution in as accurate a ratio as possible.
4. Payment of institutional charges at the Home Institution by financial aid will be done according to the Home Institution's disbursement procedures. Any excess funds will be disbursed to the student. **The student will be responsible for making tuition payments to the Host Institution** according to the schedule required by that institution. No special time schedule will be set for students who owe tuition charges at the Host Institution.
5. Only courses applicable to the student's eligible certificate/associate's degree will be approved for financial aid.
6. **It is the student's and the Host Institution's responsibility to keep the Home Institution's Financial Assistance Office informed of any dropped courses and withdrawals.** The Host Institution will document both the last date of attendance in course(s) and date of withdrawal from the course(s) to verify eligibility, if requested by the Home Institution.
7. **A separate agreement must be completed every semester** for which the student wishes to take courses at the Host Institution and have them counted toward financial aid eligibility.
8. The student must be enrolled at the Home Institution for at least one course in any term covered by this agreement. Students wishing to enroll for courses at either the Home or the Host Institution must register separately at the institution(s) offering the courses.
9. The student will abide by all applicable academic, social, and administrative rules, regulations, and policies of the Host Institution, as well as, those of the Home Institution.
10. As a condition of this agreement, the student authorizes both the Home and the Host Institutions to share all relevant information relating to the student's application for and receipt of financial aid, if that information is needed by the other institution. The student's signature on this form also indicates that he/she is aware that the proceeds of all financial aid received for the applicable term must be used only for educational expenses incurred at the Home and the Host Institutions.
11. Neither institution waives its governmental immunity by entering into this agreement. Both institutions fully retain all immunities and defenses provided by law. This agreement may be canceled by either institution upon written notification and will automatically terminate at the conclusion of the period identified in the "Enrollment Periods".
12. In accordance with the Title IV of Higher IV of the Higher Education Act, a student receiving federal assistance (i.e. Pell Grants, Federal Direct Loans, Federal Work Study, etc.) must meet and maintain certain academic and satisfactory progress standards to remain eligible to receive assistance each term. Standards are evaluated at the end of each term. This evaluation includes all terms attempted regardless of whether or not the student received financial assistance.
13. Return of Title IV Funds: This policy applies when students receiving financial assistance cease to be enrolled, are expelled or leave without notice. The reauthorization of the Higher Education Act requires the college to calculate a **Return of Federal Student Aid Funds** for students who withdraw (officially or unofficially) from all classes. Any unearned portion of federal student aid funds will be returned to the appropriate aid programs.