

**Consortium Agreement****GENERAL INFORMATION**

If Florida International University is your home institution at which you are working toward earning your degree, and you have been granted approval to enroll at a participating host institution for a semester, then you may qualify for eligible financial aid from your home institution, FIU. Adjustment in your Financial Aid will be considered for Pell Grant and Stafford Loans. In addition, for a host institution in the state of Florida, consideration will be given for the Florida Assistance Grant (FSAG) and the Bright Futures Scholarship, as well as institutional grants/scholarships.

**RETURN OF AID POLICY**

- Within 30 days after the end of the term, the student is required to provide FIU Financial Aid Office with a copy of the transcript from the HOST institution. All payable credits are subjected to Satisfactory Academic Progress.
- A student that drops or withdraws from a course(s) after the consortium enrollment has been processed will be financially responsible for those courses. The student will be placed on accounts receivable and will need to return those funds to FIU.

**DEADLINE: This completed form, with all required documentation, must be submitted by the last day to pay tuition at FIU. After this, incomplete forms will be cancelled — NO EXCEPTIONS.**

**PROCEDURES AND REQUIRED DOCUMENTATION TO SUBMIT WITH THIS FORM**

Note: Home institution refers to the institution at which you are working toward earning your degree and host institution refers to the institution at which you are completing your transient courses for the term.

1. Complete a **Transient Student Application** at [www.FloridaShines.org](http://www.FloridaShines.org). After the application is approved\* by all appropriate parties, print the application and attach to this form. \*Note that Financial Aid cannot pay for courses that are “not required” for degree completion at FIU.\*
  - If your host institution is out-of-state, contact your FIU Academic Advisor for approval and submit a department memo as proof.
2. After you register for your approved courses, print and attach a copy of the **class schedule**, clearly stating the amount of credits each course is worth.
3. You must first pay for your transient courses in order for the home institution to validate and release any eligible aid. Attach your **paid receipt** indicating full payment has been made to the host institution.
4. After courses begin at FIU, your financial aid will *automatically adjust* for the *FIU enrollment only*. Any balance in your account that results from this automatic adjustment must be paid before the tuition payment deadline.
5. After the host institution reports and confirms transient enrollment and cost of attendance, if you are eligible for this process and provide all the proper documentation, then your FIU financial aid will be adjusted to reflect your overall eligible award. Any refunds that result from this adjustment will then be processed.
  - COST OF ATTENDANCE INFORMATION IS COLLECTED ELECTRONICALLY VIA F.A.S.T.E.R. SYSTEM. If Host Institution does not participate in the F.A.S.T.E.R. SYSTEM, please contact the FIU Financial Aid Office.
6. After term grades have posted, you are to submit **Official Transcripts** from your host institution to your home institution to process your transfer credits. Once your transferred credits are processed by your home institution, you are to print and submit **FIU Unofficial Transcript** to the FIU Financial Aid Office, highlighting the applicable transferred course. **If you do not submit a copy of your FIU Unofficial Transcript within 30 days after the term has ended, your financial aid will be adjusted to your FIU enrollment alone and you will be placed on accounts receivable for the financial aid that you received.**

**STUDENT INFORMATION & CERTIFICATION**

Name: \_\_\_\_\_ Panther ID: \_\_\_\_\_ Term:  Fall  Spring  Summer

Host Institution: \_\_\_\_\_ Academic Year: \_\_\_\_\_

By signing below, I certify that I am **not** receiving any financial assistance from my host institution, that I have read the steps to complete the Consortium Agreement, and have attached all necessary documentation. I understand that failure to follow these steps and to submit all appropriate documentation by the deadline will result in cancellation of the Consortium Agreement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBMISSION INSTRUCTIONS**

- 1) Login to your [my.fiu.edu](http://my.fiu.edu) account
- 2) Click on the *Student Tools* tile
- 3) Click on the *Document Upload* tile
- 4) Select the **department name, form name**, and aid year from the drop-down menu
- 5) Attach any supporting documentation
- 6) Submit