# *INDIVIDUAL FINANCIAL AID CONSORTIUM AGREEMENT INFORMATION*

**Texas A&M University-Texarkana**

**Notice to prospective "host" institutions:**

If you are interested in participating in a consortium agreement with Texas A&M University-Texarkana (A&M-Texarkana), please contact the Financial Aid Office at (903) 334-6601.

**Student Information:**

Under this individual financial aid consortium agreement (IFACA), both new and continuing students admitted to any of the Texas Title IV eligible postsecondary institutions participating in this agreement may receive federal and state aid (privately funded institutional scholarships are excluded) from his/her "home" institution based on the combined credit hours in which the student is enrolled in each term at both institutions. To activate an IFACA, the student must:

- Contact the Student Financial Aid Office at A&M-Texarkana to confirm that there is an existing agreement between the two institutions.
- Download and complete the IFACA form.
- Obtain the appropriate signature from the "host" institution.
- Obtain a copy of the registration form confirming enrollment, tuition and fees, and room and board costs from the "host" institution.
- Submit the completed IFACA form with enrollment documentation to the Financial Aid office at A&M-Texarkana. You can email the completed form to finaid@tamut.edu
- By initiating this IFACA, you are requesting the Financial Aid Office at A&M-Texarkana to act as your "home" institution in this consortium agreement and disburse financial aid to you based on your enrollment at A&M-Texarkana and the "host" institution during the same term.
- You must read and understand the conditions listed below in order to initiate this agreement. If you have any questions, please contact us before entering into this agreement. Failure to understand does not relieve you from your stated responsibilities.

You must be degree/certificate seeking and credit taken under this agreement must be applicable to your degree/certificate.

Tuition and fees will be based on the courses for which students register. Withdrawals and refunds will be handled by the institution that received the tuition and fees in accordance with its policies**.**

Student data for financial aid will be shared between institutions via the A&M-Texarkana Financial Aid office and partner institution Financial Aid Office. Compliance information and end-of-term information will be shared between Financial Aid Offices at each institution, preferably electronically and on a scheduled basis.

**Home Institution**

- The "home" institution shall be determined by the student's immediate degree objective. For example, if the student's immediate degree is a bachelor's degree; A&M-Texarkana will be designated as the home institution.
- The "home" institution shall be responsible for processing, awarding and disbursing federal, state and certain institutional aid, as well as monitoring academic progress and calculating Return of Title IV funds, as awarded. Students will receive financial aid only through their "home institution".
- Student eligibility will be monitored by the home institution.
- The "home" institution must retain all required records for the requisite time necessary to maintain compliance with pertinent federal, state and institutional regulations and procedures.
- The policies and procedures of the "home" institution always take precedence over the "host" institution. You must understand the policies and procedures of A&M-Texarkana that govern this agreement.
- As the "home" institution, grade(s) and completion rates will be subject to the Satisfactory Academic Policy. You must read and understand that policy. No further aid will be disbursed from the "home" institution until A&M-Texarkana received grade information. Grades of "incomplete" may adversely impact your eligibility for future aid.
- For students who withdraw from all their classes for fail to satisfactorily complete any credit hours at both institutions, the "home" institutions tuition refund and Return of Title IV funds policies will prevail. Tuition that may be retained by each institution will be distributed based on the same percentage of tuition assessed and paid at each institution.

**Host Institution**

- The "host" institution shall ensure that consortium participants do not receive federal and state aid from both institutions during the same semester. In addition, the "host" institution will provide to the "home" institution information relevant to participants enrollment in a timely manner.
- Payment of tuition and fees to the "host" institution are your (the student's) responsibility. Any late fees caused by delays in processing as a result of late submission of required forms (enrollment verification, confirmation of satisfactory academic progress between institutions) are your (the student's) responsibility.
- It is your responsibility to provide enrollment verification and attendance verification from the "host" institution to A&M-Texarkana. No aid will be disbursed until you begin attendance at both institutions.
- It is your responsibility to provide grade(s) via an official transcript from the "host" institution to A&M-Texarkana.
- You must immediately report any changes in enrollment at the "host" institution to the Student Financial Aid Office at A&M-Texarkana. You are expected to maintain enrollment in the credit hours at the "host" institution for the entire period that this consortium agreement is in effect.

A&M TEXARKANA

## Individual Financial Aid Consortium Agreement

**To be completed by the Student:**

Individual Financial Aid Consortium Agreement for Title IV Federal Financial Aid for _____term, 20_____.

Texas A&M University-Texarkana (Home Institution) and _____
(Host Institution) have entered into a Financial Aid Consortium Agreement whereby the following student:

| _____ | _____ | _____ |
|---|---|---|
| Student Name | A&M-Texarkana ID# | Host Student ID# |

Who is fully admitted and enrolled in at least ___ credits as a degree seeking student at A&M-Texarkana, herein identified as the "home" institution, may have courses taken at the "host" institution apply toward the overall course load for financial aid purposes.

The above name student will have his/her enrolled credits combined to determine enrollment status for aid disbursement. It is the student's responsibility to see that course credits taken at the "host" institution are reported to the "home" institution. Such course credits will be treated in the same manner as credits taken at the "home" institution. All credits taken at the "host" institution must comply with the Financial Aid Satisfactory Academic Progress guidelines of the "home" institution. In addition:

- All Individual Financial Aid Consortium Agreements must be received in the A&M-Texarkana Financial Aid Office by 5:00 pm on the tuition due date.
- Students who participate in this agreement are responsible for payment of all tuition and fees to the "host" institution.
- It is the student's responsibility to provide appropriate signature and documentation from the "host" institution.
- Students may not attempt more credit hours at the host institution than the home institution.

It is agreed by the undersigned that Title IV aid will be awarded through the "home" institution, taking into consideration concurrent enrollment at both institutions.

I authorize _____("host" institution) to release information to A&M-Texarkana regarding my registration and financial aid status. I understand that I will receive financial aid only from A&M-Texarkana for the specified term above, and that it is my responsibility to ensure that the course credits from the "host" institution are reported to A&M-Texarkana in the form of an official transcript, and that aid for future terms will be held until I provide A&M-Texarkana's Student Financial Aid Office with the transcript referenced above from the "host" institution.

| _____ | _____ |
|---|---|
| Student Signature | Date |

**To be completed by the "Host" Institution:**

The above name student is enrolled in a total of _____credits at the "host" institution for the term indicated by the student above. Tuition and fees, and room and board are assessed at $_____ at the "host" institution for the total credits. A copy of the student's registration form is attached.

_____ _____
Financial Aid Administrator Signature, Host Institution Title

_____ _____
Print Name Date

**To be completed by the "Home" Institution:**

_____ _____
Financial Aid Administrator Signature, Home Institution Date

Financial Aid Office
Texas A&M University-Texarkana
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