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HOW TO Consortium Agreement

>> HOW TO Financial Aid >>

What is a Consortium Agreement?

A consortium agreement is a Financial Aid agreement ***used by students that are getting their degree/diploma/certificate and financial aid*** from Hennepin Technical College (home institution) and who wish to take a class (or classes) at another institution (host institution) and have those credits included as part of their term credit load for Financial Aid at Hennepin Technical College.

As a student using a consortium agreement for financial aid, you must understand and agree to the following items:

- I cannot receive financial aid at two schools during the same term.
- I need to obtain the approval of my Counselor or Student Success Advisor for the consortium course(s).
- Enrollment in extended term and/or correspondence courses may have an impact on my financial aid.
- I will attach a copy of my registration and paid fee statement from the Host institution to this form.
- The consortium course(s), if approved, will be included in measuring Satisfactory Academic Progress at my Home institution.
- I cannot change my enrollment without notifying the Financial Aid office at my Home institution.
- I will provide an official transcript from the Host institution to HTC once the term covered by this agreement has concluded (for non-MinnState schools).
- I authorize the Host institution to release my academic transcript to HTC.

How do the classes get paid for at the other institution?

Financial Aid can only pay out at one institution. The Host institution will not receive financial aid funds from HTC. ***It is the responsibility of the student to make payment arrangements at the Host college (ex. Payment plan, pay full tuition by due date, etc).*** If the consortium agreement is approved at HTC, then Financial Aid will pay out at HTC during the week of disbursement at the total amount of credits (including those at the Host institution), to the student, either by check or direct deposit (if there is an overage).

What classes can I take at the other institution?

For the consortium agreement to be approved, the classes taken at the Host institution must count for the program at HTC. Students are not able to take any courses they choose. The Host institution credits taken must be able to be transferred back to HTC for the declared program.

How does the Consortium Agreement get approved?

The consortium agreement needs to be approved by a Student Success Advisor and then the Financial Aid Director before Financial Aid will include those credits in the Financial Aid disbursement.

Where can I find the Consortium Agreement?

You may find the Consortium Agreement under Student Forms or click [Consortium Agreement](#).

How do you get the Consortium Agreement processed?

Follow these steps to get the consortium agreement approved and processed:

1. Register for your courses at HTC and the host institution.
2. Complete the Student Section of the Consortium Agreement.
3. Attach your course registration information and fee statement from the host institution. Be sure to pay your bill for the tuition and fees at the host institution.
4. Host school Financial Aid representative must complete #2, Host Institution Section. This is required for Non-MinnState schools. If the school is a MinnState school, skip #2. A list of MinnState schools is below.
5. Take the Consortium Agreement to an HTC Counselor or Advisor for completion of #3, Home Institution Section.
6. Return the Consortium Agreement to the Financial Aid office at HTC.
7. Your financial aid will not be forwarded to the host institution.
8. Approval of this Consortium Agreement does not relieve you of the obligation to pay your tuition and fees at the host institution when required.

NOTE: *Without the registration/fee statement and all three sections complete, the Consortium Agreement will be returned to you unprocessed.*

VISITING STUDENTS at Hennepin Tech

If you are a visiting student (meaning, you are not applied and taking a program at HTC) and you have Financial Aid at another college, you must work with your college (home college) and complete their Consortium Agreement for Financial Aid to include the credits taken at HTC (host college). Since Financial Aid can only be housed at one college, it is YOUR responsibility to make sure HTC's tuition is paid for or a payment plan is in place by the tuition due date. If not, you may have your course(s) cancelled for non-payment or owe a balance at HTC (possibly receiving a late fee).

Minnesota State Colleges and Universities, MinnState:

Alexandria Technical and Community College, Anoka Technical College, Anoka-Ramsey Community College, Bemidji State University, Central Lakes College, Century College, Dakota County Technical College, Fond du Lac Tribal and Community College, Hibbing Community College, Inver Hills Community College, Itasca Community College, Lake Superior College, Mesabi Range College, Metropolitan State University, Minneapolis Community and Technical College, Minnesota State College-Southeast Technical, Minnesota State Community and Technical College, Minnesota State University Moorhead, Minnesota State University Mankato, Minnesota West Community and Technical College, Normandale Community College, North Hennepin Community College, Northland Community and Technical College, Northwest Community College, Pine Technical Community and Technical College, Rainy River Community College, Ridgewater College, Riverland Community College, Rochester Community and Technical College, Saint Paul College, South Central College, Southwest Minnesota State University, St Cloud State University, St Cloud Technical Community College, Vermilion Community College, Winona State University