



**FINANCIAL AID  
CONSORTIUM AGREEMENT**

As allowed in Part 668 19. Student Assistance General Provisions and Part 690.8. Pell Grant Program, code of Federal Regulations. This Consortium Agreement is entered into between the County College of Morris (the Home Institution) and \_\_\_\_\_ (the host Institution) for the purposes of providing federal financial assistance to the student named below:

**Attention Student: Completion of the “Request to Take Courses at Another Institution” form is required and must be submitted to CCM Registrar. All external courses must be required toward a CCM Degree for federal aid assistance.**

- 1. Name of Student: \_\_\_\_\_
- 2. CCM Student Id#: \_\_\_\_\_
- 3. Home Address: \_\_\_\_\_
- 4. Academic period: \_\_\_\_\_
- 5. Dates of Enrollment: \_\_\_\_\_
- 6. Home School Division/Major: \_\_\_\_\_

7. This agreement applies to PELL GRANT \_\_\_\_\_ CAMPUS BASED AID \_\_\_\_\_ STAFFORD LOAN \_\_\_\_\_.

8. The above named student (*Registrar check one*)  has  does not have, permission to study at the above named campus for the period stated. His/Her satisfactory completed course credit will be transferred back to County College of Morris.

**CCM Registrar/Associate Registrar:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY THE HOST INSTITUTION**

**Enrollment Status (4): 12 crs or more \_\_\_\_\_ 9-11crs \_\_\_\_\_ 6-8 crs \_\_\_\_\_ 3-5 crs \_\_\_\_\_**

- 9. Pell Grant cost of attendance for the academic year: \$ \_\_\_\_\_
- 10. Institutional budget for campus-based financial aid for the period of enrollment: \_\_\_\_\_
- 11. Number of credits enrolled for: \_\_\_\_\_
- 12. Dates of enrollment: From \_\_\_\_\_ To \_\_\_\_\_

Course No. and Title	No. Crs/Units	Tuition
		\$
		\$
		\$

CERTIFICATION

- A. The Host Institution agrees that it will NOT pay the student a Pell Grant and/or any campus-based funds and that it will NOT certify a Subsidized/Unsubsidized Stafford and/or Parent Loan during the period of attendance.
- B. County College of Morris agrees to accept the credits earned at the Host Institution as approved by the visited campus.
- C. County College of Morris agrees to process aid for the programs and required CCM Degree courses taken indicated above if eligible.
- D. County College of Morris agrees to monitor the student’s program pursuit and satisfactory academic progress and to be responsible for disbursing funds and for administrating the appropriate refund policy
- E. County College of Morris agrees to provide payment to the student for any financial aid for which the student is eligible for during the academic period. Payment will be made in such manner as agreed by County College of Morris and the student.
- F. The student on consortium understands that all aid documents must be completed along with the receipt of her/his proof of attendance verification to the Financial Aid office before the release of funds.

Name of host institution: \_\_\_\_\_

Host (FAA) signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Phone number \_\_\_\_\_ Fax \_\_\_\_\_

**PLEASE UPLOAD THIS FORM TO COUNTY COLLEGE OF MORRIS TITANS DIRECT FINANCIAL AID.**

**TO BE COMPLETED BY COUNTY COLLEGE OF MORRIS FINANCIAL AID OFFICE**

County College of Morris agrees to the terms and conditions which govern the below award(s). Financial aid awards to be received by the student for the stated period of attendance are as follows:

Federal Pell Grant \$ \_\_\_\_\_ FSEOG \$ \_\_\_\_\_ Subsidized Stafford Loan \$ \_\_\_\_\_  
 Unsubsidized Stafford Loan \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

County College of Morris (FAA) signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_ Fax \_\_\_\_\_

**CONSORTIUM AGREEMENT PROCEDURES**

Students wishing to take course(s) at another institution as part of their program of study at County College of Morris should follow the steps outlined below. The fully executed Consortium Agreement, and all paperwork related to the processing of financial aid, must be completed and on file at CCM at least **14 days prior to the enrollment period in which you plan to study.**

- a) Obtain a brochure or written documentation outlining the (*external*) course/s you are interested in. **Complete a “[Request to Take Courses at Another Institution](#)” form**, available at the Office of Records & Registration (SCC-220). You must have the name and address of the Program Coordinator or other contact person at the Host Institution. No program will be approved that is more than one year in length.
- b) If the program has been approved the Consortium Agreement should be sent to the Host Institution for completion, with the appropriate signature. **Once complete, it must be forwarded to the Director or Assistant Director of Financial Aid at County College of Morris.** It is very important that any financial aid application materials be submitted and completed prior to this time.
- c) After the Agreement is returned to the Financial Aid Office, a copy will be sent to the Office of Records & Registration. Additionally, your financial aid eligibility will be reviewed based on the actual or anticipated costs of the consortium course(s). Financial aid adjustments may be made, depending on changes in the number of credit enrolled for at the visiting campus. The Financial Aid staff will continue to work with you to determine what aid, if any, is approved.
- d) You (*the student*) should make payment arrangements with the Host Institution. If the Host Institution is willing to defer any or all of the direct tuition cost based on expected financial aid, you should understand that no payments will be made by CCM Bursar’s Office until aid has been credited to your account. This process involves the receipt of all external funds, Federal Stafford Loan- Electronic Fund Transfer to the college (*if applied*). The receipt of proof that you are/were in Attendance, from both CCM and the visited campus if attending both within the same term are required. Make sure the Bursar’s Office and the Records/Registration Offices, have your ‘current’ address and telephone number.
- e) If you do not complete the course, you are expected to follow appropriate procedures to ‘Officially’ withdraw – **DO NOT JUST STOP ATTENDING.**
- f) **Once your attendance is verified and CCM degree required courses taken at both institutions, your expected aid will be disbursed. In the event you are expecting a refund from CCM to cover your balances at the visited (*host*) Institution, a refund check will be mailed to you, approximately two (2) weeks after aid is credited.**
- g) On completion of the program, you must have an official academic transcript sent from the Host Institution to the Office of Records and Registration (*SCC-220*) - County College of Morris.

I (*student*) \_\_\_\_\_, have read and understand all of the above and agree to follow the rules as outlined by the County College of Morris and the Host Institution.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Anticipated enrollment period

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date