

**ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE**

**CONSORTIUM AGREEMENT**

**INSTRUCTIONS FOR THE STUDENT:**

1. Complete the student information section (Section I).
2. Have Alexandria Technical and Community College's Registrar complete Section II.
3. Submit this form to the financial aid office at the visited institution and request that the form be completed (reverse side) and mailed to Alexandria Technical and Community College's Financial Aid Office.
4. Respond immediately to any additional information requests from Alexandria Technical and Community College's Financial Aid Office.
5. Provide Alexandria Technical and Community College's registrar with a grade transcript from the visited college after completion of the term covered by this consortium agreement.

**SECTION I. STUDENT INFORMATION:**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

I plan to enroll at \_\_\_\_\_ (visited college) for the following term: \_\_\_\_\_

Class title	# of credits
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\_\_\_\_\_

**You must attach a copy of your class registration.**

I give Alexandria Technical and Community College and the visited college permission to share appropriate information concerning enrollment, academic status, cost, and financial aid information necessary to execute this agreement.

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

**SECTION II. REGISTRAR'S APPROVAL** (To be completed by Alexandria Technical and Community College Registrar)

I have reviewed the coursework the above named student plans to take at \_\_\_\_\_ (visited college) and affirm that the coursework is applicable to the student's program of study at Alex Tech.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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- The Financial Aid Office at Alexandria Technical and Community College will process the student's application for financial aid when the student is enrolled at another college provided the student meets all other eligibility criteria.
- During the period covered by this agreement, the student will be considered enrolled at Alexandria Technical and Community College. The visited college agrees not to provide any financial assistance.
- Alexandria Technical and Community College agrees to aid the student utilizing cost of attendance and any additional costs appropriate to attending the visited college.

- The visited college will promptly notify the Financial Aid Office at Alexandria Technical and Community College if the student withdraws from any coursework or withdraws completely. Such notice will include the last date of attendance.

**AUTHORIZED SIGNATURES:**

FINANCIAL AID ADMINISTRATORS AT BOTH COLLEGES MUST COMPLETE THEIR SECTIONS.

**VISITED COLLEGE:**

Credit hours enrolled (attach copy of class registration): \_\_\_\_\_ Total tuition and fees: \$ \_\_\_\_\_

(Circle one) Quarter      Semester      Term dates: \_\_\_\_\_ to \_\_\_\_\_

Do you want a copy of this agreement when it is completed?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

College

Signature

Address

Printed Name

City, State, Zip

Title

Telephone

e-mail

Date signed

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**HOME COLLEGE**

Financial Aid Office

\_\_\_\_\_  
Signature

Alexandria Technical and Community College

1601 Jefferson St

\_\_\_\_\_  
Printed Name

Alexandria, MN 56308

Title

Office: 320-762-4540

FAX: 320-762-4430

\_\_\_\_\_  
Date Signed

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**COMMENTS:**