

## CONSORTIUM AGREEMENT

The **Financial Aid Consortium Agreement** is a contract between a student and the participating institutions. This agreement allows the student to receive financial aid at LACC for coursework taken at a secondary institution outside the Los Angeles Community College District.

### Process

- Complete and initial the statements on Section 1 and print out a copy of your enrollment at the secondary college.
- Meet with your LACC Academic Counselor to evaluate your coursework at the secondary college.
- Submit the Consortium Agreement form (with Section 1 and 2 completed) to the Financial Aid Office at the secondary institution to complete *Section 3 - Secondary College Certification*.
- Submit the completed Consortium Agreement form, along with the copy of your enrollment at the secondary college, to the LACC Financial Aid Office (in person or email it to [finaid@lacitycollege.edu](mailto:finaid@lacitycollege.edu))
- If your Consortium Agreement is approved, you must submit to the LACC Financial Aid Office proof of continued enrollment at the secondary college around the 60% mark of the semester (last week of October for Fall; third week of April for Spring).
- Once you complete the courses at the secondary college, you must submit unofficial transcripts to the LACC Financial Aid Office and your official transcripts to the LACC Admissions & Records Office.
- Financial aid for external courses will not be disbursed until the Consortium Agreement is completed, received, and approved by the financial aid office at LACC.

### Deadlines

The LACC Financial Aid Office must receive a completed Consortium Agreement and proof of enrollment at the secondary college before the published deadline – visit <https://www.lacc.edu/financial-aid/important-dates-deadlines> for details.

Within 30 days after completing the courses, students must submit official transcripts from the secondary college to the LACC Admissions & Records Office and unofficial transcripts to the Financial Aid Office. Failure to do so may result in a Title IV Program overpayment

### Important Notes

- Students are responsible for paying tuition and fees at the secondary college.
- Consortium Agreements are approved for one semester only and cannot be approved retroactively.
- Students may use any refunds received from LACC to pay secondary college tuition or reimburse themselves for payments already made.

**For questions about this process or more information, please contact the LACC Financial Aid Office.**

## CONSORTIUM AGREEMENT FORM

### Section 1: Student Information and Certification

Student Name		LACCD Student ID	
Academic Year	Term:	Fall	Spring
		Summer	
<b>Primary College</b>	Los Angeles City College	<b>Secondary College</b>	
	855 North Vermont Ave	Address	
	Los Angeles, CA 90029	Phone	
	(323) 953-4000 ext. 2010	Email	
	finaid@lacitycollege.edu		

Under this Consortium Agreement I certify that *(please initial)*

- I have submitted and completed a financial aid application at LACC.
- I am enrolled in at least one course at LACC that leads to the degree, certificate, or transfer program indicated under Section 2.
- I currently meet Satisfactory Academic Progress (SAP) standards at both LACC and the secondary college.
- I must notify the LACC Financial Aid Office, in writing, if there are any changes in the enrollment status of any of the courses approved within this Consortium Agreement.
- I understand that failing to complete courses and/or withdrawing completely from either LACC or the secondary college, may result in an overpayment that I will be financially responsible for repaying.
- I am responsible to pay for any expenses (tuition, fees, books, etc.) incurred at the secondary institution.
- I must provide the LACC Financial Aid Office verification of enrollment at the secondary college upon submission of this form and at the 60% mark of the specified term (last week of October for Fall; third week of April for Spring)
- Within 30 days after completing the courses, I must submit official transcripts from the secondary college to the LACC Admissions & Records Office and unofficial transcripts to the LACC Financial Aid Office
- I must provide any other documentation required by the institutions signing this agreement.
- I understand that other institutions are not obligated to participate in this agreement
- I understand that I cannot receive financial aid from the secondary college for the semester specified in the agreement.
- I understand that the Consortium Agreement must be submitted prior to the specified deadline for the term.
- I understand that financial aid for the approved external courses will not be disbursed until the Consortium Agreement is completed, received, and approved by the financial aid office at LACC
- I understand that external courses are not considered for eligibility for Federal Work Study, Federal Supplemental Educational Opportunity Grants, or Student Success Completion Grant at LACC.
- I understand that failure to meet any of the requirements listed above will void this consortium agreement, which could lead to cancellation or adjustment of financial aid awards and possible overpayments.

I have read the above Student Certification and understand my rights and responsibilities under this Consortium Agreement and the consequences if I fail to meet them.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 2: LACC Academic Counselor Certification**

Secondary College Course Name/Number	Descriptive Title	Units	LACC Course or GE Equivalent/ Counselor's Comments

Student's Major: \_\_\_\_\_ Educational Goal:      AA/AS Degree      Certificate      Transfer

I certify that the courses listed above and taken at the secondary college meet the requirements for the student's educational objective at Los Angeles City College.

\_\_\_\_\_  
 LACC Academic Counselor's Signature                      Name (Please Print)                      Date

**Section 3: Secondary College Certification**

**Will the student receive financial aid at your institution for the term specified under this agreement?**

Yes     No    If "Yes", please indicate award type and amount: \_\_\_\_\_

**Enrollment period under this agreement:** \_\_\_\_\_ to \_\_\_\_\_

**Cost of Attendance:**

Tuition/Fees\*:    \$ \_\_\_\_\_    Personal Expenses:    \$ \_\_\_\_\_    Transportation:    \$ \_\_\_\_\_  
 Books/Supplies:    \$ \_\_\_\_\_    Room/Board:    \$ \_\_\_\_\_    Other:    \$ \_\_\_\_\_

*\*Please only include tuition and fees for courses approved under this agreement.*

**Under this Consortium Agreement, the secondary college:**

- Certifies the student listed has been accepted for enrollment in an academic program that meets the Title IV student financial aid eligibility requirements.
- Certifies that the student listed is meeting Satisfactory Academic Progress standards.
- Certifies that, for the term specified in this agreement, the student is not a financial aid recipient at your institution, other than the CA College Promise Grant.
- Agrees to notify LACC if the student fails to attend or withdraws from the courses approved under this agreement.
- Agrees to provide LACC with documentation of the student's enrollment at the secondary college.

**Financial Aid Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Section 4: To Be Completed by the Primary College**

**Date Received:** \_\_\_\_\_

**Comments:**

**Decision:**     Approved     Denied

**LACC FAO - Printed Name**

**LACC FAO Signature & Date**