

CONSORTIUM AGREEMENT STUDENT INFORMATION

MT. HOOD COMMUNITY COLLEGE
26000 SE STARK ST.
GRESHAM, OR 97030
503-491-7262 FAX: 503-491-7379

You requested the Office of Financial Aid at Mt. Hood Community College to act as the HOME INSTITUTION in a consortium agreement and disburse financial aid to you for attending both Mt. Hood and another institution during the same term. This is a service we provide and it is based on a number of assumptions we make that directly impact you. These assumptions are listed below and you must understand that they are, in fact, our operational procedures. Your failure to know or understand our procedures will not alter your responsibilities. Please ask questions for clarification.

1. **IN ALL CASES, MT. HOOD COMMUNITY COLLEGE AND, MORE SPECIFICALLY, THE OFFICE OF FINANCIAL AID POLICIES AND PROCEDURES WILL TAKE PRECEDENCE OVER THE CONSORTIUM INSTITUTIONS' IN THE AREA OF ADMINISTERING THE CONSORTIUM AGREEMENT. IT IS YOUR RESPONSIBILITY TO KNOW AND UNDERSTAND MT. HOOD'S POLICIES AND PROCEDURES AND THEN DO WHAT IS NECESSARY TO MAKE IT WORK FOR YOU AT THE "CONSORTIUM INSTITUTION". PRIOR TO SIGNING THE AGREEMENT, MHCC WILL COORDINATE WITH THE "CONSORTIUM INSTITUTION."**
2. If Mt. Hood has agreed in writing to function as the **HOME INSTITUTION** in a consortium agreement, the courses you are taking at the consortium institution **MUST BE REQUIRED FOR YOUR MHCC DEGREE/CERTIFICATE.**
3. Colleges operate differently and you can expect there will be some delays in processing. Different timelines for such things as start and stop dates of classes, refund and repayment periods, add and drop dates, monitoring of grades at the end of the term/semester, plus other tasks mean we must coordinate these things before we can disburse financial aid of any type to you.
4. **IT WILL BE YOUR RESPONSIBILITY** to provide **ENROLLMENT** verification from the other college and **ATTENDANCE** verification from both schools to our Business Office. **NO** aid will be disbursed until this is done. You need to understand the implications of this policy if the schools' terms begin at different times. **NO** consideration will be given to disburse aid on any schedule except Mt. Hood's and no aid will be disbursed until you begin **ATTENDANCE** at both schools.
5. **IT WILL BE YOUR RESPONSIBILITY** to provide the Mt. Hood Office of Financial Aid an official copy of your term grades from the other school at the end of each term. As the **HOME INSTITUTION**, we will monitor your grades, based on **OUR** office policies and procedures, **NOT** the other institutions'. This means your grades will be calculated on Mt. Hood standards and all grades at both institutions will be calculated together at the time you submit the other institution's grade record. No aid will be released to you until grades from **both** Mt. Hood and the "other institution" are provided to the Mt. Hood Office of Financial Aid and your Satisfactory Academic Progress (SAP) is calculated from both schools to include **all** class work. Incomplete grades that have the possibility of dropping your GPA below the acceptable level when the grade is completed will hold up any further disbursements until the incomplete grade is made up. This policy regarding the incomplete grade will hold regardless of the length of time that the colleges themselves allow for you to make up the grade. An example would be having completed 9 out of 12 credits with a term GPA of 2.00 with an incomplete of 3 additional credits. That incomplete grade could be less than a "C" which could impact the entire term GPA and reduce it to below a 2.00. Failure to maintain Satisfactory Academic Progress will automatically terminate the consortium agreement without prior notice.
6. You must report immediately any changes in enrollment status at the consortium institution to the Mt. Hood Office of Financial Aid. We will inform you at the point of notification if additional action on your part is necessary. **IT IS YOUR RESPONSIBILITY** to maintain your "contracted" or agreed upon credit hours at the other institution for the entire period for which the consortium agreement is in effect.

INSTITUTIONAL FINANCIAL AID CONSORTIUM AGREEMENT

MT. HOOD COMMUNITY COLLEGE

OFFICE OF FINANCIAL AID

26000 SE STARK ST., GRESHAM, OR 97030

503-491-7262 FAX: 503-491-7379

MT. HOOD COMMUNITY COLLEGE (MHCC) and _____
(Home Institution) (Consortium Institution)

have entered into an agreement whereby students enrolled at MT. HOOD COMMUNITY COLLEGE as the HOME, certificate/degree-granting institution, may be approved to take courses at the CONSORTIUM INSTITUTION. Credits will be transferred to the HOME institution quarterly/semester and added to their transcript in the same manner as any other credits received through the HOME institution. Students will be funded only at the HOME institution.

MT. HOOD COMMUNITY COLLEGE, as the HOME institution, will handle all financial aid arrangements, taking into consideration concurrent enrollment at both institutions. The Office of Financial Aid at MHCC will still be responsible for determining aid eligibility, calculation of awards, for monitoring satisfactory academic progress, and for sending all enrollment and financial aid information to OFAX. The MHCC Business Office will disburse funds, and deal with any refunds or repayments. Both of these offices will maintain necessary records for all the Title IV/other programs. This agreement specifically includes the following student.

Aid Programs Involved: [] All Title IV Programs
[] Individual Aid Program(s) (Specify) _____

STUDENT: _____ SSN: _____ / _____ / _____

Full credit toward meeting graduation requirements in this student's approved certificate/degree program will be granted by our institution following successful completion of the following courses at the CONSORTIUM INSTITUTION listed below.

Course number	Course titles	Credit Hrs.	Term/Yr.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TO BE COMPLETED BY THE CONSORTIUM INSTITUTION

- For the above courses, what is the total tuition \$ _____ and the total fee(s) \$ _____ ?
If fee(s) are listed, are they required of all students? YES _____ NO _____
- The start date of your term/semester is _____ and the ending date is _____

STUDENT RESPONSIBILITIES:

- MUST** clear with the MHCC Registrar's Office all coursework listed above which is requested to be taken at the CONSORTIUM INSTITUTION.
- MUST** provide enrollment and attendance verification to the MHCC Business Office prior to disbursement of any aid.
- MUST**, at the end of the term/semester, provide to the MHCC Office of Financial Aid proof of satisfactory completion of all coursework from the CONSORTIUM INSTITUTION (copy of official grade report).
- MUST**, at the end of the term/semester, have all courses from the CONSORTIUM INSTITUTION transferred to the MHCC Registrar's Office.
- MUST** deliver this CONSORTIUM AGREEMENT to the CONSORTIUM INSTITUTION.

Certified at HOME INSTITUTION

Director of Financial Aid _____ Date: _____

Certified at CONSORTIUM INSTITUTION

Director of Financial Aid: _____ Date: _____

RETURN SIGNED AGREEMENT TO HOME INSTITUTION