



Instructions for Financial Aid Students Requesting Funding for Courses at a Visiting Institution

Per Federal Regulations 668.19 and 690.8, students may receive financial aid for approved courses taken at another institution if a Consortium Agreement is in place between the home and visiting schools.

To complete the Consortium Agreement at Westchester Community College (WCC), follow these steps:

1. **Course Approval:** Obtain the course name, number, credits, and description from the visiting school. Bring this information to Mrs. Cathy Palmiere in the Administration Building, Room 107, for evaluation and completion of Section A. *Please allow at least two weeks for processing.*
2. **Registrar Certification:** Have the Registrar at the visiting school complete Section B of the form.
3. **Financial Aid Confirmation:** The Financial Aid Office at the visiting school must complete the required section on the second page.
4. **Submission:** Submit the fully completed form along with proof of bill payment to the Financial Aid Office at WCC.
5. **Proof of Attendance:** If eligible for a refund, you must provide proof of attendance before WCC will release funds.
6. **Final Transcript:** Submit your final grade transcript from the visiting school to WCC.

Important: Your course will not be included in your WCC financial aid package until all steps are completed.

I certify that I understand and agree to the terms of this Consortium Agreement. I acknowledge that my financial aid will be processed by Westchester Community College and that I am responsible for completing all required steps, including providing proof of attendance and submitting my final grade transcript. I also understand that failure to comply with these requirements may affect my financial aid eligibility

Student Signature: _____

Student Name: _____

Date: _____



CONSORTIUM AGREEMENT

SECTION A

Student Information

Full Name: _____

Student ID: _____

Major: _____

Email Address: _____

Phone Number: _____

Host Institution Information

Host Institution			Home Institution (Equivalent)		
Course number	Course Title	Credits	Course number	Course Title	Credits

The course(s) listed under the host institution will be credited toward the student's degree program at Westchester Community College as the stated equivalency, provided the student earns a grade of C or better.

Signature: _____

Title: _____

Date: _____



CONSORTIUM AGREEMENT

SECTION B

*TO BE COMPLETED BY FINANCIAL AID OFFICE
AT THE HOST INSTITUTION*

Institution:		
Address:		
City:	State:	Zip
Phone:		
Email:		

Student Name: _____ SSN# _____

Semester & Year: _____

Enrollment Start Date: _____ Enrollment End Date: _____

Expense Amount

<i>Tuition and Fees</i>	
<i>Books</i>	
<i>Room and board</i>	
<i>Personal</i>	
<i>Transportation</i>	
<i>Special Expense</i>	



CERTIFICATION

SUNY WESTCHESTER COMMUNITY COLLEGE agrees to process financial aid payments for the above-named student, if eligible, under the Pell Grant and/or Campus-Based Programs for the specified term(s).

It is further certified that listed host institution will not disburse Pell Grant or Campus-Based Program funds to the student during the specified term(s) and will not certify an FFELP or PLUS loan for this period. Additionally, the host institution agrees to notify Westchester Community College if the student withdraws from any or all courses before the term's conclusion.

Westchester Community College

Host Institution

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Email: _____

Email: _____

Date: _____

Date: _____