

Consortium/Contractual Agreement



**UNIVERSITY OF
NORTHWESTERN**
ST. PAUL

FINANCIAL AID OFFICE | 3003 Snelling Avenue North | St. Paul, MN 55113-1598 | 866-853-2455 | 651-631-5212 | financialaid@unwsp.edu | unwsp.edu/financialaid

TO HOST INSTITUTION

Office: _____
Institution Name: _____
Address: _____

FROM HOME INSTITUTION

Office of Financial Aid
University of Northwestern – St. Paul
3003 Snelling Avenue North
St. Paul, MN 55113-1598

STUDENT SECTION (To be completed by the student)

First Name	Middle Name	Last Name	XXX-XX- Last 4 Digits of Social Security Number
E-mail	Student ID Number	Phone Number	Term

Program at UNW (courses at Host institution must apply to your degree completion at UNW)

HOME INSTITUTION SECTION

1. University of Northwestern- St. Paul is the Home Institution and the off-campus study program or community/state/private school is the Host Institution.
2. Send this form to the Host institution. The completed form must be returned to the Home Institution **before** the end of the drop/add period for the term. If you are taking UNW classes concurrently with your Host Institution credits, your aid will be based on your combined credits at both institutions. If you are taking just credits from the Host Institution, then your aid will be based on your Host Institution credits.
3. The Home Institution will pay off-campus program expenses to the Host Institution, excluding any enrollment deposits required by the off-campus program. If you are studying with one of UNW's pre-approved programs the Home Institution will bill you for UNW's tuition, room and fees which are specified on UNW's Off-Campus Assistance Form. If you are taking a combination of UNW credits and credits with your Host Institution, you will be charged for the regular UNW tuition, meal plan, room and fees, as specified on the UNW's Off-Campus Assistance Form. Any financial aid you receive may be applied to the Home Institution charges.
4. The number of credits you are taking at either the Home Institution and Host Institution or both institutions and the number of credits that apply toward your degree completion is recorded on the Off-Campus Assistance Form.
5. At end of term, you must provide University of Northwestern with an official grade transcript from the Host Institution.

SEE SECOND PAGE FOR HOST INSTITUTION SECTION

HOST INSTITUTION SECTION (To be completed by the off-campus study program)

This student is seeking a degree, diploma, or certificate from University of Northwestern – St. Paul (UNW) and plans to enroll at your institution. This Consortium/Contractual Agreement will allow UNW to disburse financial aid based on the student's credits at the Host Institution or, if applicable, the combined credits of the Host and Home Institution.

1. UNW is responsible for granting the degree, determining eligibility and awards, disbursing aid and monitoring aid eligibility, monitoring satisfactory academic progress, keeping records, returning funds, and federal reporting requirements.
2. After all UNW charges are paid, any excess aid is disbursed to the student.
3. The student is responsible for paying the charges not covered by financial aid at the Home Institution.
4. The Host Institution agrees to complete this form, confirm enrollment, inform UNW if the student withdraws from these courses, and NOT give the student any Title IV aid during this enrollment period.

SECTION TO BE COMPLETED BY HOST INSTITUTION

FICE code: _____ Host institution aid for term: \$ _____ Tuition & Fees: \$ _____

Class Start Date: _____ Class End Date: _____ Last date to drop these courses: _____
(MM/DD/YY) (MM/DD/YY)

Scheduled Break(s) after class start date and/or before class end date: _____

COURSE #	NAME OF COURSE (OR ATTACH CLASS SCHEDULE)	CREDITS

HOST INSTITUTION

Printed Name: _____

Title: _____

Telephone: _____

Fax: _____

E-mail: _____

Authorized Signature: _____

Date: _____

UNIVERSITY OF NORTHWESTERN-ST. PAUL

Emily Johnson
Financial Aid Counselor
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erjohnson@unwsp.edu