



Consortium Packet

2020-2021 Student Consortium Agreement (AGREE)

If you are a degree seeking student at Gwinnett Technical College (home institution) and plan on taking courses at another institution (host institution), you must complete a Consortium Agreement in order to receive your financial aid. This allows your eligibility for financial aid to be based on the total credit hours attempted at both institutions for the term. **A new Consortium Agreement must be completed each term.**

All documents must be completed and submitted **prior** to the beginning of your program for completion of this agreement. Failure to complete this Consortium Agreement will prevent the release of financial aid funds and the accurate reporting of your enrollment by the Office of the Registrar. **If you are seeking HOPE ONLY, the consortium agreement is not necessary. You will need to complete the Request for a Transient Letter Form.**

Consortium Agreement Checklist: for reference only	
	Request For A Transient Letter: To be completed by student & GTC Registrar
	Financial Aid Acknowledgment for Consortium Agreement: To be completed and signed by student
	Consortium Agreement: Section I to be completed by student Submit form to host institution for completion of Section II
	Submit completed documents to the Office of Financial Aid: Please make a copy of all documents for your records.

Disbursement of Financial Aid:

Financial aid will be disbursed only after the evaluation of credit hours is accurately determined. **It is your responsibility to arrange for payment at the host institution, including tuition, fees and books, until funds can be disbursed to you.** You must follow regular payment procedures at both institutions to ensure that your fees and bills are paid by the required deadline dates.

Student Requirements:

You must notify the Office of Student Financial Aid at Gwinnett Tech immediately of any changes in your enrollment status at the host institution. In the event of non-attendance or withdrawal from any or all classes, you will be responsible for repayment of financial aid received according to applicable federal, state and institutional regulations.

- All consortium credit hours submitted for consideration must be accepted and satisfy degree requirements at Gwinnett Tech.
- Credit hours earned at the host institution must be transferred to GTC. An official transcript must be sent to the Office of Admissions at GTC.

Satisfactory Academic Progress (SAP)

Credit hours taken at both institutions will be used to determine your Satisfactory Academic Progress (SAP) as a financial aid recipient. Please review Gwinnett Tech's [SAP Policy](#) on our website.

Please call Lisa Richardson at 770-962-7580, extension 6691, if you have a disability that might require you to receive special assistance to complete the application, or to participate in your program of study. Hearing and speech impaired applicants are encouraged to use the Georgia Relay Service at 1-800-255-0056 As stated in its college catalog, Gwinnett Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). For information regarding compliance activities, contact Lisa Richardson, Title IX, Equity Coordinator, and Section 504 Coordinator, 678-226-6691, Building 100, Room 323, Gwinnett Technical College, 5150 Sugarloaf Parkway, Lawrenceville, GA 30043-5702



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Financial Aid Acknowledgment for Consortium Agreement

A consortium agreement enables you to receive financial aid while concurrently enrolled for courses at Gwinnett Technical College (home institution) and another institution (host institution). This allows your eligibility for financial aid to be based on the total credit hours attempted at both institutions for the term. If you are seeking **HOPE Funds only**, the Consortium Agreement is not necessary. You will need to complete the Request for a Transient Letter Form.

If you will be taking courses at another institution, you must fill out this form to receive your financial aid. Pending receipt of this form by the Financial Aid Office, a hold will be placed on your financial aid account and no financial aid will disburse. This form must be completed and signed before it is submitted to the Gwinnett Tech Office of Student Financial Aid.

Student Name: _____ Gwinnett Tech ID #: _____

Institution Name Attending: _____

Consortium Semester: Fall Spring Summer Academic Year: _____

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Affirmation of Financial Aid Use: Initial each item or the form will be invalid

- I allow Gwinnett Technical College and the host school to share information related to my enrollment
- I understand that I must pay all charges to the host institution by their payment deadline date even if my financial aid has not yet been disbursed by Gwinnett Technical College.
- I understand that any existing balance at the host institution must be resolved in sufficient time to allow the receipt of my transcript by Gwinnett Tech.
- I understand that my failure to do this (within 1 month from the 1st day of classes in the subsequent term) will result in the loss of all federal, state, and/or Gwinnett Tech institutional financial assistance.
- I understand that per Federal Regulations & Gwinnett Tech Financial Aid policy, the earliest my financial aid funds will disburse is four weeks after the first day of classes for that semester but not sooner than the Gwinnett Tech disbursement date.
- I understand any coursework taken at the host institution, not previously approved on the Request for a Transient Letter form, may result in reduction or cancellation of my financial aid.
- I understand any changes made after add/drop may impact my financial aid and may cause my financial aid to be reduced or cancelled. I further understand that if my financial aid is reduced or cancelled that I will be responsible for repayment.

Student's Signature

Date

Section 1: To Be Completed By the Student

Student Name: _____ Gwinnett Tech ID #: _____

E-mail Address: _____@gwinnettech.edu Phone #: _____

Consortium Semester: Fall Spring Summer Academic Year: _____

Do you plan to register at Gwinnett Tech during the consortium semester? Yes No

If yes, how many credit hours do you plan to take at Gwinnett Tech? _____

Name of Host Institution: _____ Contact Person: _____

Contact E-mail: _____ Contact Phone #: _____

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All information provided on the Consortium Agreement is correct to the best of my knowledge.

Student's Signature

Date

Section 2: Host Institution Financial Aid Representative

Program Cost of Attendance:

Tuition and Fees \$ _____
Room and Board \$ _____
Books and Supplies \$ _____

Transportation \$ _____
Miscellaneous \$ _____
Total \$ _____

Enrollment Information

1st Day of Classes: _____

Enrollment Status: Yes No

Last Day to Drop/Add Classes: _____

Total number of hours enrolled: _____

As a representative of the host institution you agree to:

- Confirm the student is in a transient/visiting status at your school taking courses that meet the Title IV, and State financial aid requirements.
- Not award any federal, state (excluding HOPE) institutional or private aid during the time the student is enrolled at your school.
- Notify Gwinnett Tech if the student fails to register, reduces the number of credit hours or withdraws from classes.

Student's Signature

Date

Advisor's Signature

Date