



STUDENT FINANCIAL AID **COMMUNITY COLLEGE ACADEMIC PARTNERSHIP PROGRAMS** **CONSORTIUM AGREEMENT PROCEDURES FOR STUDENTS**

A consortium agreement is a written contract between two or more institutions, which enables students to take coursework at different institutions simultaneously for the purpose of completing a degree. Under such an agreement, students may simultaneously take courses at Kellogg Community College (KCC) and Western Michigan University (WMU) and have those courses count toward a degree at WMU.

WMU (the home school) is the school that will grant the student's degree. It is also the school that will process, award, and disburse the financial aid. KCC (the host school) will be responsible for certifying the student's enrollment status and providing information about the student such as costs for tuition and fees for courses taken there, grades received for those courses and/or withdrawal information.

Financially, it may be advantageous for the student to complete as many credits as possible at KCC and obtain their financial aid from KCC prior to gaining admission to WMU and entering into a consortium agreement for financial aid purposes.

Listed below are guidelines that apply to students interested in participating in a consortium agreement for financial aid purposes:

1. Students must be admitted into one of the following degree granting programs at WMU through the Battle Creek Regional Center or Southwest Regional Center in partnership with Kellogg Community College:

Elementary Education Degree Program with minors in:

Elementary Education

Math and Science

Integrated Creative Arts

Bachelor of Science in Family Studies with an emphasis in Early Childhood Development

2. Each class taken at KCC must be considered a requirement of the degree that the student is seeking in order for that student to be included in the financial aid award process.
3. To receive financial aid through WMU, the student must complete the *Free Application for Federal Student Aid* and any other documents requested to determine their eligibility for financial aid. The number of credit hours and cost of enrollment at KCC will also be taken into account to determine their over-all eligibility for financial aid as dual-enrolled students.
4. Because arrangements for Consortium Agreements and/or Student Contracts may take several weeks, it is advisable for students to make financial arrangements with the host institution by the appropriate deadline for bill payment at that institution.



A consortium agreement consists of two parts. The first part is a “Blanket Consortium Agreement” and an annual “Addendum” which is completed by KCC and submitted to Western Michigan University’s Student Financial Aid Office. The second part is a “Consortium Agreement/Student Contract” which is completed by the student each term they are enrolled at KCC and WMU simultaneously. Students should follow the procedures listed below to participate in a consortium agreement:

1. Complete “Section I” of the WMU/KCC “Consortium Agreement/Student Contract” and submit the form to the financial aid office at KCC. KCC will complete “Section II” of the form and will forward the form to the Student Financial Aid Office at WMU. “Section III” of the form will be completed by an advisor from the College of Education. The information on the “Student Contract,” “Blanket Consortium Agreement” and “Addendum” will be used by the Student Financial Aid Office to determine the student’s eligibility for financial aid. **Since the “Student Contract” is not automatically renewable, students seeking to participate in a consortium agreement for more than one term must submit a new contract each term.**
2. Notify the financial aid offices at KCC and at WMU if your enrollment changes after submitting this contract.
3. At the conclusion of each term of enrollment, students must submit a copy of their grade report from the KCC to Western Michigan University’s Student Financial Aid Office for use in determining satisfactory academic progress. Failure to provide transcripts may prohibit aid from being processed for subsequent terms. Students should also submit a request to the KCC academic records office to submit an “official academic transcript” to the Admission’s Office of WMU to have their transfer coursework evaluated for credit.
4. Any questions regarding student financial aid or the “Consortium Agreement/Student Contract” should be directed to a Financial Services Specialist in the Student Financial Aid Office. Our office hours are 8 a.m. to 5 p.m. and we are located in 3306 Faunce Student Services (the “Bird Cage”). Our mailing address is Student Financial Aid, Western Michigan University, 1903 West Michigan Avenue, Kalamazoo, MI 49008-5337. We can be reached by phone at 269-387-6000 or by fax at 269-387-6989.



WESTERN MICHIGAN UNIVERSITY



KELLOGG COMMUNITY COLLEGE

CONSORTIUM AGREEMENT Student Contract

You, the student, must meet the following criteria to participate in this contract:

1. Be accepted by Western Michigan University (WMU) into the Elementary Education Program or the Family Studies Program with an emphasis in Early Childhood Development while attending Kellogg Community College (KCC).
2. Complete the application process for financial aid at WMU by completing a *Free Application for Federal Student Aid* (FAFSA) for the years in which you are requesting aid, submit any other requested documents and meet all other Federal and State eligibility requirements for financial aid.
3. **Complete this contract for each term in which you will be dually enrolled at KCC and WMU and applying for financial aid at WMU.**
4. Do not apply for financial aid at KCC for the same period of enrollment included in this contract.

Completing this Student Contract will allow you to include hours and tuition and fee costs from KCC toward your enrollment status and cost used to determining your aid eligibility at WMU. **This contract will only be processed if your combined enrollment and cost affects your aid eligibility at WMU.**

SECTION I: TO BE COMPLETED BY THE STUDENT

Student Name: _____ SSN: _____

ENROLLMENT: For which WMU semester are you completing this form? What year? _____

Check only one

Summer II (July-August)
Fall (September-December)

Spring (January-April)
Summer I (May-June)

For which KCC semester are you completed this form?

Semester Name _____ Semester Start Date _____ Semester End Date _____

What courses will you be enrolled in at KCC during the above indicated semester:

Course Title	Course Code	# of Credit Hours

I understand that I am asking Western Michigan University to use Title IV funds and other applicable financial assistance to pay for classes that I agree to complete at Kellogg Community College as indicated in "Section I" of this contract and those I am completing at Western Michigan University during the same period of time.

I understand that my financial aid will first be applied to my tuition and fees and other outstanding charges at Western Michigan University and if any funds are remaining, they will be refunded to me. I understand that I am responsible for paying KCC for the cost of tuition and fees.



WESTERN MICHIGAN UNIVERSITY



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I understand that I must notify the WMU financial aid office if my enrollment changes at KCC during the semester covered by this contract.

I agree and authorize KCC to release enrollment and academic information to Western Michigan University for the contracted academic year. This includes, but is not limited to, hours of enrollment for each term, any changes to enrollment including drops and withdrawals, last date of attendance, and any grades received for the classes enrolled or attended during the contracted academic year.

I agree to enroll only in courses that are transferable and/or applicable to my degree program.

I understand that I am subject to all policies published in the Western Michigan University Undergraduate Catalog and the Western Michigan University Course Offering booklets and on the WMU Financial Aid website including Financial Aid Standards of Academic Progress. I have read and understand the terms of the Consortium Agreement between Kellogg Community College and Western Michigan University.

Student Signature

Date

SECTION II: TO BE COMPLETED BY KELLOGG COMMUNITY COLLEGE

Printed Name of KCC Representative

Area Code and Phone Number

Signature of KCC Representative

Date

Forward to: Student Financial Aid, Western Michigan University, 1903 W. Michigan Avenue, Kalamazoo, MI 49008-5337

SECTION III: TO BE COMPLETED BY A WMU COLLEGE OF EDUCATION ADVISOR

I verify that the course(s) listed are required and will be accepted as transfer credit towards the student's degree program at Western Michigan University.

Western Michigan University Advisor Signature

Date

Financial Services Specialist Signature

Date