



Ad Hoc Consortium Agreement

Academic Year: _____ / Semester: _____

Federal regulations do not allow students to receive federal financial aid from two schools at the same time. By completing a consortium agreement, a student can attend Randolph College (hereafter referred to as the home school) and another accredited school (hereafter referred to as the host school) concurrently and have degree-applicable courses funded by financial aid at the home school. In compliance with federal regulation, the institutions named below enter into an agreement for the purpose of providing federal financial assistance to the student listed below.

Last Name	First Name	M.I.	Randolph College P#/ Student ID
			P _____
Permanent Address			Social Security Number
			XXX-XX- _____

HOME INSTITUTION	
Name:	Randolph College
Address:	2500 Rivermont Ave. Lynchburg, VA 24503

HOST INSTITUTION	
Name:	
Address:	

Before proceeding, please attach a copy of the completed and signed [Randolph College Transfer of Credit Approval \(TCA\) Form](#). You must have prior approval of the course(s) intended to take at the HOST institution per Randolph College [transfer of credit guidelines](#). Any course(s) not approved will not be eligible under this consortium agreement.

Section 1. To be completed by the HOST Institution Financial Aid Official

COST OF ATTENDANCE/EXPENSES	AMOUNT
Tuition/Fees	\$
Housing and Food	\$
Books, Supplies, Equipment	\$
Personal Expenses	\$
Transportation Expenses	\$
Other Expenses	\$
Total	\$

Under this consortium agreement, the HOST Institution agrees:

- It has not had its eligibility or certification to participate in Federal Student Aid programs terminated or revoked or had its application to participate denied by the U.S. Department of Education.
- The student will be considered a visiting student at the host institution.
- To promptly inform the Home School Financial Aid Office of any change in student’s enrollment or withdrawal. Such notice will include the date of reduction in instructional load or the last date of attendance for a withdrawal.

Student Name: _____

Student P#: P _____

- To provide the student, as soon as possible, with a grade report or transcript noting the successful completion of the coursework.
- To provide a detailed list of costs for the program of study to the Home School Financial Aid Office.
- To withhold processing any federal, state, or institutional financial aid. If any financial assistance is awarded, the host institution will promptly inform the Home School Financial Aid Office of the source and amount.

FA Office Official Name	Title of Official
FA Office Official Signature	Date

Section 2. To be completed by HOME Institution Financial Aid Official

Under this agreement, the HOME Institution agrees:

- It is the degree granting institution and this student is matriculated in an eligible program of study while studying at the host institution.
- That credit hours earned by the student while attending the Host Institution will be accepted towards the student’s degree program, contingent upon the approval of the student’s academic dean or advisor, subject to the published policies and regulations, as documented by the academic department.
- To report the enrollment status of the student to the National Student Clearinghouse to facilitate National Student Loan Data System reporting.
- To determine and monitor the student’s eligibility, including satisfactory academic progress.
- To calculate and disburse awards and maintain all financial aid records in accordance with federal regulations.
- To process any refund and/or repayments resulting from student’s withdrawal from classes according to the institution’s established policies and procedures.

FEDERAL AID ELIGIBILITY	
FUND TYPE	AMOUNT
Pell Grant	\$
Direct Subsidized Loan	\$
Direct Unsubsidized Loan	\$
Parent PLUS Loan	\$
Other _____	\$
Total	\$

FA Office Official Name	Title of Official
FA Office Official Signature	Date

Student Name: _____

Student P#: P _____

Section 3. To be completed by the STUDENT

Under this consortium agreement, I acknowledge and agree to the following conditions:

- Be enrolled in a degree, certificate, or other recognized credential program at the HOME Institution.
- Maintain satisfactory academic progress at the HOME Institution.
- Take courses at the HOST Institution which are transferable to my HOME Institution degree, certificate, or recognized credential as certified by my HOME Institution Registrar.
- Notify the HOME Institution financial aid office if I do not begin attendance in the courses listed and approved in this consortium agreement.
- Immediately inform the HOME and HOST Institution of any change in enrollment status, including withdrawing from all courses or substitution of approved courses.
- Ensure that the student provides the HOME Institution with a HOST Institution academic transcript upon completion of the consortium period.
- File a FAFSA and complete the required financial aid process prior to all applicable deadlines.
- Pay tuition, fees, and other expenses as charged by the HOME and/or HOST Institution.

Student's Signature	Date

Before this consortium agreement can be reviewed/approved, you must submit the following documents at least 2 weeks before your classes begin at the HOST Institution:

- This form (all sections completed and signed), and
- A copy of the signed Randolph College Transfer of Credit Approval (TCA) Form, and
- Your HOST Institution course schedule.

Documents can be submitted by:

Mailed to:

The Office of Financial Aid
Randolph College
2500 Rivermont Ave.
Lynchburg, VA 24501

Scanned and Securely Uploaded here:

<https://randolphfa.securefilepro.com/portal/#/GuestFileExchange/GuestFileExchange/ClientfileUpload.aspx>