CITADEL FINANCIAL AID CONSORTIUM AGREEMENT

What is a Consortium Agreement?

A Financial Aid Consortium Agreement is a federal financial aid contract between two colleges/universities that recognizes your simultaneous registration and combines the credit hours for federal financial aid purposes. The Consortium Agreement exists between you as a Citadel student, The Citadel Registrar, the registrar of a host college/university and The Citadel Office of Financial Aid. A completed and approved Consortium Agreement grants a student permission to enroll in courses at a Host Institution and to transfer those completed credits back toward his/her degree program at The Citadel. This contract provides for full consideration of federal aid eligibility.

- A Consortium Agreement is only good for one semester at a time, so paperwork must be submitted in advance of each semester of dual enrollment.*

- The Consortium Agreement certifies one institution as the “Host Institution” and the other as the “Home Institution.” The Citadel serves as your Home Institution if you are fully admitted here to earn a degree. The Host Institution is where you temporarily take courses to earn credits for transfer back to your Home Institution, The Citadel.

- The Consortium Agreement is comprised of three forms that must be completed, signed, submitted, and approved. Students with an approved Consortium Agreement are entitled to their federal financial aid eligibility during the corresponding semester.

- Repeating, dropping, or withdrawing from a course can adversely affect federal financial aid eligibility in a current or future term. Federal aid only pays for one repeat of a passed course. Course load adjustments may result in financial aid adjustments; students may have limited eligibility when adding classes and may be required to repay all or a portion of aid received for reducing hours depending on the date of withdrawal. This federal financial aid regulation includes all courses approved through the Consortium Agreement.

Per federal and state regulations, The Citadel is required to monitor each student for Satisfactory Academic Progress (SAP). SAP includes all courses approved through a Consortium Agreement. Please review The Citadel’s SAP policy on The Citadel Office of Financial Aid webpage (under “General Financial Aid”).

Consortium Agreement Checklist

1) **Registrar Permission:** Meet with your advisor to complete the Application to Take Courses at Another College (Cadets & Day Students) or Permission to Take Courses at Another Institution (Citadel Graduate College). A copy of the completed form is required in The Citadel Office of Financial Aid before completing steps 2 & 3.

2) **Budget Worksheet:** Must be completed by the Host Institution’s financial aid office. A signature is required by authorized personnel at The Citadel before forwarding to the Host Institution.

3) **Enrollment Certification:** Take form to the Registrar’s Office at the Host Institution to be completed, signed and returned to The Citadel Office of Financial Aid.

*Please complete all paperwork well in advance. Check in with The Citadel Office of Financial Aid early to be certain that your requirements have been satisfied. It’s important to meet all payment deadlines at both colleges. Be certain to contact The Citadel Office of Financial Aid each semester to confirm that your Consortium Agreement has been approved and your federal financial aid awarded in a timely manner.