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INSTRUCTIONS FOR CONSORTIUM AGREEMENTS

Rochester Community and Technical College financial aid recipients who are attending another institution, but are planning to receive their degree from RCTC, may be eligible to receive aid through RCTC. In these cases, RCTC is considered to be the “**home institution**” and the other campus is considered the “**visiting institution**”.

AID CONSIDERATIONS

For aid consideration from Rochester Community and Technical College you must:

- Complete a Financial Aid Application.
- Have a Financial Aid Administrator at the “visiting institution” complete and return the Consortium Agreement Form to the RCTC Department of Financial Aid.
- Contact the Rochester Community and Technical College Admission’s Office to determine if courses from “visiting institution” are applicable toward your degree at Rochester Community and Technical College.
- Student is responsible for payment of tuition at the “visiting institution.”

Forms are available through the RCTC Department of Financial Aid.

DISBURSEMENT OF AID

Before your Financial Aid can be disbursed:

- All forms must be completed and returned to the Department of Financial Aid at Rochester Community and Technical College.
- Enrollment in non-RCTC classes must be verified. The Financial Aid Administrator at the “visiting institution” can only verify those courses you are registered for at the time the Consortium Form is completed. The only credits that will be funded are those that have been previously approved.

(Over)

- You are obligated to inform the RCTC Department of Financial Aid of any changes in your enrollment at the “visiting institution.”
- All checks must be disbursed within 25 days of availability or they will be returned to the funding source. This is a federal regulation and no exceptions will be made. Once checks have been returned to the funding source, those funds may not be available to reorder.
- It is illegal to receive Financial Aid from more than one institution for the same period of enrollment.

SATISFACTORY ACADEMIC PROGRESS

- All Financial Aid recipients must be meeting the Satisfactory Academic Progress Standards as set by the Department of Financial Aid at Rochester Community and Technical College.
- The Department of Financial Aid at RCTC is not notified when transfer credits are posted to a student’s academic transcript. Therefore, it is the student’s responsibility to make sure that a final transcript is submitted by the “visiting institution.”
- Failure to provide a copy of your final transcript will delay the disbursement of future Financial Aid and/or may make you ineligible for future Financial Aid. It is the student’s responsibility to request that a final transcript be sent from the “visiting institution.”

ENROLLMENT STATUS

- Audit credits are NOT eligible for Financial Aid funding.
- Correspondence course credits are NOT eligible for Financial Aid funding.

QUESTIONS

For additional information regarding consortium agreements, please contact the Rochester Community and Technical College Department of Financial Aid at (507)285-7271 or (800)247-1296.

CONSORTIUM AGREEMENT
Between
Rochester Community and Technical College
And

Name of Visiting Institution

Last Name of Student

First Name

Social Security Number

BY COMPLETING AND SIGNING THIS FORM, THE STUDENT AGREES TO THE FOLLOWING:

I agree to inform the Department of Financial Aid at RCTC of any changes in my credits or enrollment at the VISITING INSTITUTION.

I authorize the VISITING INSTITUTION to release a final transcript to the HOME INSTITUTION that includes grades for the courses listed below.

Student Signature: _____ Date: _____

Under this agreement, Rochester Community and Technical College, as the HOME INSTITUTION, will award financial aid to the student. The other institution, identified above, will be considered the VISITING INSTITUTION and will not provide any aid to the student for the period of attendance noted below. The VISITING INSTITUTION agrees to provide the HOME INSTITUTION with information about enrollment credits and to notify the HOME INSTITUTION of any course/credit changes, refunds, or withdrawals.

To be completed, signed, and agreed to by a Financial Aid Administrator at the VISITING INSTITUTION:

Visiting Institution Name: _____

Number of Credits*: _____ Period of Attendance: _____

Tuition and Fees: _____

- The credits listed should not include audit credits or correspondence courses.

Course Number

Course Title

of Credits

CONSORTIUM AGREEMENT

Name of Visiting Institution: _____

Address of Visiting Institution: _____

Phone Number: _____

Name of Financial Aid Administrator (Please Print) Title

Signature of Financial Aid Administrator Date Phone

Return the completed form to: Department of Financial Aid
Rochester Community and Technical College
851 30th Ave SE
Rochester, MN 55904
(507)285-7271

To Be Completed by Admission's Officer at the HOME INSTITUTION:

I am approving the course(s) listed above. The course(s) will transfer to Rochester Community and Technical College and is applicable to the student's degree program.

Name: _____ Title: _____

Please print

Signature: _____ Date: _____ Phone: _____

Please return this form to the Financial Aid Office at RCTC. If you have questions regarding this form, call (507)285-7271.

To be completed by RCTC Financial Aid Office:

Semester: _____ Academic Year: _____

I have reviewed the student's request for a Consortium Agreement and approve funding: Yes No
Circle one

RCTC credits: _____ Credits at Visiting Institution: _____ Financial Aid Total Credits: _____

RCTC Financial Aid Administrator Signature: _____