



Florida Atlantic University
Office of Student Financial Aid
Processing Instructions For Consortium Students

Definition of Consortium Student

A Consortium Student is a student who:

1. Has been admitted to a degree granting program at FAU.
2. Has historically attended FAU as their primary institution of higher education.
3. Is scheduled to receive financial aid from FAU.
4. For a particular term, wishes to receive their scheduled FAU financial aid award while attending another institution (hereafter referred to as the "Host Institution") EXCLUSIVELY. Exclusively means that, for that term, the student will be enrolled in ZERO CREDITS AT FAU (including co-op credits).

If you will be enrolled for ANY credits at FAU (co-op credits included) for the same term that you attending another institution, **YOU ARE NOT ELIGIBLE TO RECEIVE AID AS A CONSORTIUM STUDENT**. To have your FAU financial aid award adjusted to reflect the combination of coursework taken outside of FAU with your FAU coursework, you should complete a Concurrent Enrollment Form. This form may be downloaded from the FAU Office of Student Financial Aid website: www.fau.edu/finaid .

Below are the steps which must be followed to receive your financial aid as a consortium student:

1. Read, initial, and sign the attached **Statement of Intent For Consortium Study** form. It is strongly advised that you make a copy of this document for your own records.
2. Return the Statement of Intent For Consortium Study form to the FAU Office of Student Financial Aid along with the following items:
 - A copy of a completed **Transient Student Registration Form** – documenting approval by your academic advisor. Students may apply for approval for Transient Student Registration at www.facts.org .
 - A copy of your **class schedule** from the Host Institution.
 - A copy of your **full paid receipt** from the Host Institution.

Please do not submit the Statement of Intent For Consortium Study form without ALL of the items listed above. Incomplete documentation will be mailed back to the student in it's entirety.

3. Upon receipt of the above (4) items, and assuming the student meets the qualifying criteria to receive financial aid for consortium study, the FAU Office of Student Financial Aid will send to the financial aid office at the Host Institution a **Consortium Agreement**.
4. After the end of the drop add period at the Host Institution, a financial aid representative from the Host Institution will complete and sign the Consortium Agreement and send it back to the FAU Office of Student Financial Aid along with verification of the courses you are enrolled in. **Note: In cases of terms consisting of one or more "mini-sessions" (the primary example being a Summer term), the financial aid office at the Host Institution will not return the Consortium Agreement and enrollment verification until the end of the drop/add period of the last mini-session.**
5. Upon receipt of the Consortium Agreement and enrollment verification from the Host Institution, the FAU Office of Student Financial Aid will process and disburse your financial aid.

