



Office of Student Financial Aid

A consortium agreement is a binding agreement between eligible schools which enables you to receive various types of aid from Blue Ridge Community & Technical College (BRCTC) while being enrolled as a visiting student at another school. BRCTC is considered your home school and the visiting school is referred to as the host school. The host school must be an approved Title IV school; meaning that they have a Federal Title IV school code and can process federal financial aid. School eligibility can be verified online at <https://fafsa.ed.gov/FAFSA/app/schoolSearch>. Please use the checklist below to complete the Financial Aid Consortium Agreement.

Student Checklist:

- Complete the Transfer Approval Form with all required signatures
- Complete the BRCTC Financial Aid Consortium Agreement
- Host school must complete their portion of the Financial Aid Consortium Agreement
- Submit a completed Transfer Approval Form and the completed Financial Aid Consortium Agreement to BRCTC

**COO**

\_\_\_\_\_  
Last Name                      First Name                      M.I.

\_\_\_\_\_  
BRCTC ID number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number (include area code)

\_\_\_\_\_  
City                              State                              Zip Code

\_\_\_\_\_  
Email Address

Consortium Term: Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Academic Year \_\_\_\_\_

Do you plan to register at BRCTC during the consortium term? (Please circle one) Yes No

If "Yes": How many hours to you plan to take at BRCTC? \_\_\_\_\_

Student Responsibility:

- Have the Host School return the completed form to BRCTC by the first Friday of the consortium term
- Complete the number of credit hours on the Transfer Approval Form
- Understand that BRCTC will monitor my Satisfactory Academic Progress in regards to withdrawals, drops, GPA and process my financial aid under the BRCTC refunds policies
- Understand that adjustments to enrollment can result in balances due at one or both institutions
- Pay enrollment fees in a timely manner to both the host school and BRCTC. BRCTC will disburse financial aid according to the BRCTC disbursement schedule. It is your responsibility to pay the host school per their payment schedule
- Allow BRCTC and host school to share information related to my enrollment and financial aid eligibility
- Any changes to the Consortium Agreement could result in delayed processing or revision to previously awarded funds

To be completed by the HOST School's financial aid office

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Host School Student ID

Enrollment Dates at Host School: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_

Cost of Attendance for period stated above:

Tuition & Fees	\$
Room & Board	\$
Books & Supplies	\$
Transportation	\$
Other:	\$
Total	\$

As a representative of the Host School, you agree to:

- Confirm the student is in a visiting status at your school taking courses that meet the Title IV and State financial aid requirements
- Not award any federal, state, institutional, or private aid during the time the student is enrolled at your school
- Accept payment from the student, apply it to your enrollment charges and disburse any credit balance to the student in accordance with your school's policy
- Notify BRCTC immediately and supply the effective date(s) if the student withdraws or drops any hours reported in this agreement

**Host School**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address/Fax Number

**BRCTC**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address/Fax Number

**To return this form:**

Mail: Office of Student Financial Aid

13650 Apple Harvest Drive

Martinsburg, WV 25403

Fax: 304.260.4376

Email: [finaid@blueridgectc.edu](mailto:finaid@blueridgectc.edu)