

## Domestic Consortium Agreement Information

University of Connecticut  
Student Financial Aid Services  
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Storrs, CT 06269-4116

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(860) 486-6629

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A Consortium Agreement is a contract between the student, the University of Connecticut (UConn) and another college/university (Host Institution). The agreement allows the Office of Student Financial Aid Services (OSFAS) to process financial aid based on the combined registered credits at both colleges for a given semester. In order for all credits to be taken into consideration, a Consortium Agreement must be in place between UConn and the Host Institution. The process for obtaining a Consortium Agreement is as follows:

1. All financial aid recipients who plan to complete their enrollment at UConn by registering for additional courses at another institution must submit a Domestic Consortium Agreement Request form in order for the additional courses to be counted toward enrollment for financial aid purposes. This form and process is not applicable for a student who is enrolled full-time at UConn. At least six credits must be taken at UConn for the consortium semester.
2. The course(s) taken at the Host Institution must be transferable to UConn in the student's program. The student's advisor will document this by completing the advisor section of the Domestic Consortium Agreement Request form.
3. To ensure timely processing of the consortium request, students are strongly encouraged to submit the request form prior to the start of the consortium semester, as the completed agreement must be in place by the last day of Add/Drop.
4. The OSFAS will notify the student via their UConn email regarding the approval or denial of the request.
5. If the request for a Domestic Consortium Agreement is approved, the Domestic Consortium Agreement will be sent to the Host Institution to be completed and returned. The completed Domestic Consortium Agreement must be returned by the Host Institution to Student Financial Aid Services before UConn's last day of Add/Drop for the consortium semester. Forms received after this date may not be processed.
6. Once the completed Domestic Consortium Agreement is returned, it will be reviewed and the student's financial aid will be revised to reflect the student's enrollment at the Host Institution. Financial aid revisions based on the student's total enrollment will not be evaluated before the completed consortium agreement is received and approved by UConn.
7. Financial aid funds will be applied to the UConn semester fee bill. **It is the responsibility of the student to arrange payment for classes taken at the Host institution(s)**, as well as any UConn charges not covered by financial aid.
8. The OSFAS will verify actual student enrollment at the Host Institution as of the Fixed Enrollment date (10<sup>th</sup> day of classes) at UConn and every 30 days thereafter during the consortium semester.
9. Student must request transfer of Host Institution credits by contacting the UConn Office of Undergraduate Admissions applicable deadlines listed on the [Undergraduate Admissions website](#).
10. If the request for a Domestic Consortium Agreement is denied, the student's financial aid will be based on his/her enrollment as of UConn's Fixed Enrollment date (10<sup>th</sup> day of class).

For additional information regarding consortium agreements, please contact the Office of Student Financial Aid Services.

