



Financial Aid Office

505 Amherst Street Nashua, NH 03063
 ♦ Office hours M-Th: 8:00am-6:00pm and Fri: 8:00am-4:30pm ♦
 Tel: (603) 578-8903 Fax: (603) 883-1636

2014-2015 Consortium Agreement
 APPROVAL TO TAKE COURSES AT ANOTHER NON CCSNH INSTITUTION

Section I: To Be Completed by Student

Consortium Agreement between Nashua Community College and _____

Host College

Host College ID: _____

Student Name: _____ NCC ID: _____

Address: _____

Student e-mail: _____ Phone number: _____

Semester: _____ Major: _____

This agreement by and between Nashua Community College and _____ (Host College) is made pursuant to Title IV regulations governing students taking courses at another institution for credit toward Nashua Community College degree or certificate programs.

Credit for the course(s) will be accepted as transfer credit by NCC provided grade earned is a "C" or better AND credit has not been earned via Challenge Exam, Credit by Exam or Pass/Fail grading. NOTE: Transfer credits do not affect grade point average at NCC. To be eligible for an NCC degree, students must satisfactorily complete a minimum of 16 credits of course work in NCC controlled courses with at least half of these credits in last semester major field courses. Exceptions require the approval of the Vice President of Academic Affairs and the Academic Standards Committee.

- THE COURSE(S) ARE APPROVED ONLY WHEN VALID SIGNATURE IS OBTAINED.
- COURSE DESCRIPTIONS MAY BE REQUIRED FOR APPROVAL.

| Host College | | | Nashua Community College Equivalent | | |
|----------------|--------------|---------|-------------------------------------|--------------|---------|
| Subject Number | Course Title | Credits | Subject Number | Course Title | Credits |
| | | | | | |
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| | | | | | |

Section II: To be Completed by Nashua Community College Department Chair and/or VP of Academic Affairs

Approved
 Denied

 Department Chair, Print Name and Sign

 Date

 V.P. of Academic Affairs or designee, Print Name and Sign
 Nashua Community College

 Date

Section III: To be Completed by Student.

By signing this contract I am agreeing to the following terms:

- I am asking NCC to include my enrollment hours at my host institution for federal, state, and other financial aid eligibility at NCC. I may only receive financial aid at my home institution.
- My financial assistance will be applied to my balance at NCC first and any refund will be sent directly to me. It is my responsibility to pay my host institution or set up payment arrangements for any balance owed, even if my aid has not yet been applied at NCC.
- I understand it is my responsibility to make sure all balances are paid at both institutions.
- Financial Aid will be applied to my account based on NCC's regular term schedule. I will check my SIS to view the estimated scheduled disbursement dates.
- I agree to authorize my host institution to release any enrollment, academic and tuition related information to NCC for the period covered on this agreement.
- I agree to only enroll in courses that are transferable, applicable to my degree program and approved by NCC.
- I understand that I am subject to all policies in the NCC student handbook including the Satisfactory Academic Progress requirements.
- I am required to send an official transcript to NCC's Registrar's Office at the conclusion of the term that I was enrolled at my host institution for which NCC processed a consortium agreement. Failure to submit official transcripts may cause a reduction or cancellation of aid for the term in which grades were not submitted, and may prohibit aid from being processed for subsequent terms.
- I have read and understood the terms of the Consortium Agreement between NCC and my host institution.

Student, Print Name and Sign

Date

Section IV: To be Completed by Financial Aid Offices

This agreement between Nashua Community College (NCC) and **(Host College)** is made to comply with regulations governing the receipt of Title IV federal student aid for the period of **(Start Date)** to **(End Date)** and for the period(s) with start and end date(s) as listed below. It is agreed that **(student name)** is a matriculated student at NCC, taking the course(s) at **(Host College)** with the written approval of NCC. The course(s) will apply toward the student's degree/certificate.

It is agreed that only NCC will award the student financial aid. **(Host College)** will notify NCC of any changes in the student's enrollment and will, at the student's request, forward a copy of the student's transcript upon completion of the course work. All correspondence regarding this agreement will be sent to the Financial Aid Office at each institution. This agreement will remain in effect from the start date(s) until the end date(s) specified below. **(Host College)** certifies that the start and end dates for the course(s) are as listed below.

| Subject Number | Course Title | Credits | Start Date | End Date |
|----------------|--------------|---------|------------|----------|
| | | | | |
| | | | | |
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Signature, Nashua Community College

Signature, **(Host College)**

Name and Title

Name and Title

Date

Date

cc: NCC Bursar's Office NCC Registrar's Office