



Rev. 11/2019

Name: _____

NCMC Student ID Number: _____

SECTION II: TO BE COMPLETED BY HOST SCHOOL'S FINANCIAL AID OFFICE

Enrollment Dates at Host School: _____ to _____

Please list the information below for all courses the student plans to take at the host institution during the consortium term. (Please list additional coursework on a separate sheet, if necessary.)

Course #	Section #	Credit Hours	Title	Cost	Period (Please circle)
					Semester/Quarter/Other
					Semester/Quarter/Other
					Semester/Quarter/Other

Total Credit Hours: _____

Total Tuition & Fees cost: _____

Total Books & Supplies: _____

***Please attach a copy of the student's statement of fees/tuition for the enrollment period and courses indicated above.**

As a representative of the host institution, you agree to:

- Attach a copy of the student's statement of fees/tuition for the enrollment period and courses as indicated above.
- Confirm that your institution is currently Title IV eligible.
- 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 NCMC within 14 days** and supply the effective date(s) if the student drops or voluntarily or involuntarily withdraws from any hours reported in this agreement.
- Facilitate the release of an official academic transcript to NCMC upon completion of the consortium term. (NOTE: The student's signature in Section I of this agreement authorizes the host institution to provide an official academic transcript to NCMC.) Please send the transcript to the following address:
- Notify the home institution within 30 days if the student fails to begin attendance in the courses listed above at the host institution.

Signature_____
Date_____
Printed Name & Title_____
Phone

Return completed form to:
NCMC Financial Aid Office, Attn: Consortium Processor
1301 Main St., Trenton, MO 64683 | mcopeland@mail.ncmissouri.edu

SECTION III: TO BE COMPLETED BY NCMC CONSORTIUM PROCESSOR

My signature below affirms the following:

- NCMC is currently Title IV eligible.
- Upon enrollment of the student, NCMC shall serve as the home institution and will grant the degree or certificate upon the successful completion of coursework by the student.
- NCMC will only provide financial assistance for courses that are applicable to the student's certificate or degree program.
- NCMC will administer all financial assistance and monitor the student's eligibility for the applicable enrollment period.
- The student has applied for admission as a degree-seeking student in an eligible program or is pursuing a certificate.
- NCMC will calculate awards based on the following:
 - The student's total enrollment status at the home and host institutions and the student's eligibility for federal financial aid.
 - Cost of Attendance will be based on total tuition and fees at the home and host institutions and the home institution's allowance for books/supplies/room/board/transportation/misc. expenses.
- NCMC will disburse and refund remaining Title IV, HEA program credit balances within the 14-day regulatory timeframe via a student-authorized electronic transfer to a student-owned debit card or via a paper check. Pell eligible students will be able to obtain books and supplies by the 7th day of the payment period.
- Satisfactory Academic Progress (SAP) will be monitored at the end of each term, based on three standards: grade point average, credit hour completion ratio and maximum timeframe.
- Financial aid records, including documentation required for the student to receive aid through the consortium process, will be kept for a period of at least three years, in paper format, after the end of the award year for which the aid was awarded and disbursed. Electronic records will be maintained for an unlimited number of years.
- In the event the student withdraws, a Return to Title IV calculation will be completed.
- Tuition, fees, and room and board costs are set by the Board of Trustees in the spring semester for the following fall, spring, and summer terms. All current costs are listed on the NCMC website: <http://www.ncmissouri.edu>
- I have reviewed the terms of the consortium agreement with the student, and, to the best of my knowledge, the student meets the listed requirements.

NCMC Consortium Processor Signature

Date

Printed Name

Phone

*For additional details regarding SAP, Return to Title IV, and other financial aid policies and procedures, please visit the NCMC website, Financial Aid page at: <http://www.ncmissouri.edu/financialaid/>.
