

## THE FINANCIAL AID CONSORTIUM AGREEMENT

### STUDENT RESPONSIBILITIES

A consortium agreement will allow you to include courses you are taking at another accredited institution to be considered when Saint Joseph's determines your enrollment status and your financial aid eligibility.

Steps You Must Take:

**1. Submit a financial aid application annually.**

- a. We recommend filing in February each year for courses that will begin June 1 or later.
- b. The financial aid application includes the **Free Application for Federal Student Aid** known as the **FAFSA** (use Title IV Code 002051), the **Verification Worksheet** (available at [www.sjcme.edu/gpsfinaid](http://www.sjcme.edu/gpsfinaid)) and a signed copy of the prior year **federal tax return** (1040, 1040A, or 1040EZ). If you do not file a tax return, please download and complete our Non-Tax Filer Statement which is also available on our website.

**2. Complete the Financial Aid Consortium Agreement.**

- a. If you are taking courses at another accredited institution and wish them to be considered when we determine your eligibility for financial aid, please complete our Financial Aid Consortium Agreement.
- b. For a course or courses to be included, each must count toward your degree program at Saint Joseph's.
- c. Complete your portion of the agreement, secure the signature of your advisor at Saint Joseph's and forward the agreement to the Financial Aid Office at the host school.
- d. An agreement must be completed each term.

**3. Enroll at least half-time.**

- a. You must enroll at least half-time for the term for which you are applying for aid. Half-time is six credits for an undergraduate student.
- b. A student must be concurrently enrolled at both institutions. Saint Joseph's distance courses begin at the end of each month. The course dates should be aligned in order to be included in the determination of enrollment status and aid eligibility.
- c. Please remember that maintaining your enrollment status in a 15 week on-line course requires that you submit a unit at least every thirty days in each on-line course for which you are registered. To be half-time in a cyber course, you must meet the course participation requirements at least every 30 days.

**4. Sign your award letter and complete any accompanying documents.**

- a. Your award letter and any other forms required will be emailed to you. Please complete these and return via fax, email or US mail.

**5. Use your aid to pay Saint Joseph's and your host institution.**

- a. Your aid will be paid to your Saint Joseph's account about 30 days from the start date of your course(s).
- b. Your balance at Saint Joseph's is paid first. Any credit balance remaining is mailed to you in a check.
- c. You must use these funds to pay any charges that are due to your host institution for the courses we have included in the consortium agreement. A failure to pay your host institution may preclude any further receipt of aid.

**6. Complete your courses at both institutions.**

- a. Be sure that your grades for the course(s) at the host institution are sent to Saint Joseph's.

**7. Maintain Satisfactory Academic Progress.**

- a. An undergraduate must maintain at least a 2.0 cumulative grade point average at Saint Joseph's to continue to receive aid. In addition, a student must complete at least 70% of the credits attempted. If a student does not meet these standards, one semester of probation will be provided for the student to bring the cumulative grade point average or credit status to the required level. If a student fails to reach the standard(s), no further aid will be provided until the standards are met and the student requests that he/she be considered for aid again.

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