



**SEATTLE CENTRAL  
COLLEGE**  
One of the Seattle Colleges

## CONSORTIUM AGREEMENT APPLICATION

*Seattle College District*

### Home School: *Seattle Central College*

\*\* Your home school is the school which is providing you with financial aid  
and from which you will receive your degree of certificate.

❖ **Please Note:** Even with an approved Consortium Agreement, the student is required to pay for  
classes themselves at the Host School.

Name: \_\_\_\_\_ Program of Study: \_\_\_\_\_

SSN: \_\_\_\_\_ SID: \_\_\_\_\_ Quarter: \_\_\_\_\_

I am requesting that **I be allowed to count the credits listed below towards my financial aid credit requirements at my home school.** These credits are part of my degree or certificate program and are transferable to my home school. I have read and understood the Consortium Agreement Information on the reverse side of this document.

Class \_\_\_\_\_ Credits \_\_\_\_\_ College \_\_\_\_\_

Class \_\_\_\_\_ Credits \_\_\_\_\_ College \_\_\_\_\_

Class \_\_\_\_\_ Credits \_\_\_\_\_ College \_\_\_\_\_

❖ **PLEASE EXPLAIN THE REASON FOR YOUR REQUEST. PLEASE READ THE BACK PAGE OF THIS AGREEMENT.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

#### To be completed by Academic Advisor at the Home School

I certify the courses listed above DO \_\_\_\_\_ DO NOT \_\_\_\_\_ satisfy course requirements for the degree or certification program. Official transcript must be submitted for evaluation upon completion of the course.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

#### To be completed by the Financial Aid Office at the Home School

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Staff Initial \_\_\_\_\_ Date \_\_\_\_\_

North Seattle College  
Financial Aid Office  
9600 College Way North  
Seattle, WA 98103-3599  
(206) 934-3688

Seattle Central College  
Financial Aid Office  
1701 Broadway #1104C  
Seattle, WA 98122  
(206) 934-3844

South Seattle College  
Financial Aid Office  
6000 Sixteenth Avenue SW  
Seattle, WA 98106-1499  
(206) 934-5317

## **Consortium Agreement Information**

### **Seattle College District**

A consortium agreement allows credits taken at another school (Host School) to be used to meet financial aid credit requirements at the student's Home School. The "Home School" is the school which is providing the student with financial aid and from which the student will receive a degree or certificate. The student can receive financial aid only from the Home School.

**Please Note: Even with an approved Consortium Agreement, the student is required to pay for classes themselves at the Host School.**

### **Requirements**

To be eligible to receive a consortium agreement for a specific quarter, the following requirements must be met:

1. The courses you take at the Host School must satisfy program requirements that you have not already met and must be transferable to your Home School.
2. The courses you take at the Host School are either:
  - ↳ Not offered at your home school for the particular; OR
  - ↳ Are offered for the particular quarter, but the class time(s) conflict with other courses you wish to take.
3. **You must be concurrently enrolled for at least one (1) credit requirement to your program/degree at Seattle Central to receive grants and loan funds.**
4. **You must submit a copy of an unofficial grade transcript from your Host school at the end of the quarter.**
5. **You must pay for classes yourself at the Host School, even with an approved Consortium Agreement.**

### **Application Process**

If the credits you are interested in taking at another school meet the requirements listed above, you can apply for a consortium agreement. The application steps are as follows:

1. Complete the "Consortium Agreement Application" on the reverse side of this document.
2. Ask your Academic Advisor at your Home School to complete their section of the application.
3. Attach a copy of your course registration from the Host School.
4. Submit the completed application to the Financial Aid Office at your Home School.

### **Deadline**

To avoid delays in receiving your financial aid, it is strongly recommended that you submit the completed application to the Financial Aid Office at your home school at least three (3) weeks prior to the start of the quarter, **but no later than seven (7) days before the quarter begins.**

### **Student Notification**

Your Home School will notify you in writing as to whether or not your consortium agreement application has been approved. If your consortium agreement is approved, you must submit a copy of an unofficial grade transcript from your host school at the end of the quarter, AND have credits officially transferred for evaluation evaluated within eight (8) weeks of course completion.