



CONSORTIUM AGREEMENT

To be used by students who are degree-seeking at MACC and are visiting students at Columbia College.

Student's Name _____ MACC ID# _____

Complete Address _____
street city/state/zip

Telephone # _____ Date of Birth (mo/day/year) _____

Academic Year Enrolled at MACC : _____ Semester: () Fall () Spring () Summer

In order to receive federal, state and institutional aid at Moberly Area Community College, I understand I must submit the required FAFSA and all supplemental documents requested by the Financial Aid Office. I understand I must be degree-seeking at MACC and all classes in which I am enrolled, combined from MACC and Columbia College, must be required for my MACC degree; I understand that this Consortium Agreement must be completed and signed by all parties and submitted to the MACC Financial Aid Office; I understand my Satisfactory Academic Progress evaluation performed at the end of this semester will include all courses in which I am enrolled at both institutions (even if they are not eligible for financial aid). I have read and understand the additional guidelines listed on page two of this form.

I authorize MACC (home institution) and Columbia College (host institution) to share information pertaining to my financial aid eligibility, third-party payment/scholarships, student account (billing), and student conduct and academic history (including, but not limited to transcripts).

Student Signature/Date

This is an agreement between Moberly Area Community College (MACC) and Columbia College.

SIGNATURE OF AGREEMENT BY COLUMBIA COLLEGE

We agree to the terms and procedures stated on page two of this form. This student has been admitted at Columbia College as a visiting student, and is enrolled in the semester indicated below. A copy of the student's schedule is attached. A complete list of all institutional charges, tuition and fees (including room and board, if applicable) for the semester, is attached. Columbia College agrees that no financial aid will be processed for this student

Enrollment period of Host Institution Begin Date _____ End Date _____

Student ID # at Columbia College _____ Number of credit hours enrolled _____

Complete Address 1001 Rogers Street, Columbia, MO 65216

Contact Person Email Address scwhitener@ccis.edu Phone Number 573-875-7721

Stephanie Whitener

Printed Name Signature/Date

CERTIFICATION BY MOBERLY AREA COMMUNITY COLLEGE

This is to certify that the student named above is a degree-seeking student at MACC. He/she has our permission to take the following courses, which are required as part of his/her degree program, at Columbia College during the enrollment period indicated above and to transfer them back to MACC upon completion, to be applied toward his/her degree program.

Course Number:	Course Title:	Semester Credit Hours:

SIGNATURE: MACC Registrar

NAME (printed or typed) Date

SIGNATURE: MACC Financial Aid Representative

NAME (printed or typed) Date

This form must be completed by all parties and returned to the MACC Financial Aid Office before the beginning of the term, to provide time for processing and/or adjusting awards.

INSTRUCTIONS TO STUDENT

1. Provide your complete name, MACC student ID, mailing address, phone number, and email address. NOTE: you are responsible for updating this information in your permanent file.
2. Complete this form with an MACC academic adviser, then give/send to Columbia College.
 - a. Columbia College will complete their section of this form and return to MACC.
 - b. If you are a loan borrower, Columbia College will also notify your lender of your enrollment status while you are a visiting student. This must be done to keep your loans in deferment.
3. Apply for financial aid by completing the annual FAFSA, which is needed for A+, federal and state grants, and student loans.
 - a. Additional forms may be required for certain programs, inquire directly with MACC's Financial Aid Office for more information and guidance.
 - b. Financial aid processed by, and received at, MACC will be applied to your balance due to MACC first, and any funds left will be available for you to pick-up in the Business Office at MACC, on approximately the 45th day of the semester.
4. Pay all charges at Columbia College directly to Columbia College's Business Office. MACC does not do this for you.
5. Notify the Financial Aid Office at MACC immediately of any change to your enrollment in the semester (adds and/or drops).
6. Provide MACC an official transcript from Columbia College at the conclusion of each semester.
7. Maintain MACC's Satisfactory Academic Progress (SAP) standards in order to receive and maintain eligibility for financial aid. A copy of this policy is available online and is included with your financial aid offer letter.

INSTRUCTIONS TO COLUMBIA COLLEGE OFFICIALS

1. The student named on page one of the form has been admitted to MACC as a degree-seeking student.
2. MACC shall administer and disburse all financial aid for this student during the period of enrollment indicated on page one.
3. The student's financial aid award calculation will be based on the courses required for the degree program the student is seeking at MACC, which may include courses taken at each institution.
4. The cost of attendance on which financial aid will be determined will be based on the student's tuition, fees, and room and board costs at each institution.
5. No financial aid will be processed by Columbia College; however, all third-party and private scholarship payments will be reported to MACC's Financial Aid Office.
6. Columbia College agrees to notify the MACC Financial Aid Office in the event of any change in the student's enrollment status. Notification will include affirmation the student began attendance or never attended. Last day of attendance must be reported for all withdrawals. Notice should occur within fourteen days from the date of enrollment change.
7. This agreement can be canceled by either institution upon written notification.
8. At the conclusion of each semester, Columbia College will send an official transcript to MACC for monitoring of Satisfactory Academic Progress.
9. Please attach a copy of the statement of fees for the semester indicated on page 1. Include all institutional charges: tuition, fees, books, and room & board.
10. Please provide a copy of the student's schedule for the semester indicated on page 1.
11. Please provide exact dates of enrollment for the semester in which the student plans to be a visiting student.
12. Please notify the MACC Financial Aid Office, within 14 days, if the student changes his/her schedule or drops a class.
13. By signing this form, you certify the student is enrolled as a visiting student at your institution and that no financial aid will be processed for the student while attending as a visiting student.

INSTRUCTIONS TO MACC OFFICIALS

1. The Registrar, or representative, must sign this form, certifying the student named on page 1 has permission to take the courses listed at Columbia College and the courses are required for the student's MACC degree.
2. A representative of the MACC Financial Aid Office must sign this form and will process financial aid for this student for the semester indicated.
3. MACC will review financial aid eligibility for this student and will collect and retain all records needed to determine eligibility for federal, state and institutional financial aid programs (including grants, loans, scholarships and work-study).
4. MACC will combine the enrollment status at each school to determine eligibility.
5. MACC will calculate the Cost of Attendance using the student's tuition, fees, books, and room & board from each school, in addition to the standard allowances MACC uses for books/supplies, miscellaneous and transportation.
6. MACC will issue an aid offer letter to disclose financial aid programs awarded, disbursement dates, and the terms of financial aid being awarded. Additionally, the offer letter will provide policies for Satisfactory Academic Progress and the Return to Federal Funds for dropped classes.
7. MACC will verify SAP (Pace and GPA) at the conclusion of each semester after Columbia College issues official transcript (or report).