



Department of Financial Aid
PO Box 469/ Mellencamp Hall, RM 162
Milwaukee, WI 53201-0469
(414) 229-4541 *phone* / (414) 229-5699 *fax*

Instructions for Consortium Agreements

UWM financial aid recipients who are attending another institution, but are planning to receive their degree from UWM, may be eligible to receive aid through UWM. In these cases, UWM is considered to be the “home institution” and the other campus is considered the “visiting institution.”

AID CONSIDERATION:

In order to be considered for aid through UWM, you must:

- Complete a FAFSA application for UWM.
- Be enrolled for at least **nine** credits at UWM in addition to the credits you will be enrolled for at the “visiting institution.” The nine credit minimum does not apply to study abroad or College Connections students, or to students who are taking Co-Op graduate classes through the Administrative Leadership program offered by the School of Education at UW-Green Bay or UW- Parkside.
- Have a Financial Aid Officer at the visiting institution: complete and return a Consortium Agreement along with a per credit fee/tuition schedule to the UWM Department of Financial Aid.
- Submit a copy of your class schedule from the visiting institution.
- Have your UWM academic advisor complete a Consortium Approval Form and return it to the Department of Financial Aid.
- Submit all necessary documents to the Department of Financial Aid at UWM by the 10th day of classes.

*Note: If the credits or their equivalents are available at UWM during the same semester, you will not qualify for aid.

In order to be considered for aid from UWM as a **STUDY ABROAD** participant, you must:

UWM Sponsored Programs: Enroll in at least six credits through the Office of Overseas Programs and Partnerships located in Pearse Hall Room 166. There is no need to submit any other paperwork to the Department of Financial Aid.

NON-UWM Sponsored Programs: Complete a Consortium Agreement (form M085C) and have the Sponsoring University or Agency complete the bottom portion. There is no need to submit a Consortium Approval Form or Visiting Class Schedule.

In order to be considered for aid from UWM as a **College Connections** student, you must:

- Be enrolled for at least 3 credits at UWM and 6 credits total as an undergraduate student in the College Connections Program.
- Complete the student information on the Consortium Agreement and submit it to a College Connection Advisor before the beginning of each semester. That advisor will make sure that it is completed by the UW-Colleges Financial Aid Department and that it is submitted to UWM's Financial Aid Department for processing.
- Provide UWM's Financial Aid Department with a copy of your class schedule. You are also required to submit copies of final grades for each completed semester to UWM's Financial Aid Department.
- All items must be received by UWM's Financial Aid Department by the tenth day of classes for every semester that you are in the program.

Forms are available through the UWM Financial Aid Office, Mellencamp 162 or the printable forms section at www.uwm.edu/Dept/FINAID.

ENROLLMENT STATUS

- Audit credits **DO NOT** count toward financial aid.
- Correspondence course credits **DO NOT** apply toward financial aid.
- You are obligated to inform the UWM Financial Aid Department of any changes in your enrollment at the visiting institution.

DISBURSEMENT OF AID

Before aid can be disbursed:

- All forms must be completed and returned to the Financial Aid Office, Mellencamp 162.
- Enrollment in your non-UWM courses must be verified. Mail or bring a copy of your current schedule from the visiting institution to the Financial Aid Office, Mellencamp 162. Only credits that are approved by your academic advisor will be counted.
- Your financial aid package may be adjusted to reflect the increase or decrease in tuition costs at the visiting institution. **IMPORTANT: You are responsible for paying your tuition/fees to the visiting institution. UW-Milwaukee will NOT send payments to visiting institutions.**
- **You can not receive aid from more than one institution for the same period of attendance.**

ACADEMIC PROGRESS

- All financial aid recipients must be meeting the Academic Progress Standards as set by the Financial Aid Department.
- The Financial Aid Department does not receive notification when transfer credits are posted on a student's records. Therefore, it is your responsibility to provide this office with a copy of your grades from the visiting institution. Failure to provide a copy of your grades may delay the disbursement of or make you ineligible for future aid.
- Students are required to complete a minimum number of credits per semester to maintain financial aid eligibility. Credits taken at UWM in addition to the number of credits taken at the visiting institution will be used to determine if a student has met academic progress for the semester. For more information regarding Academic Progress please contact our office in Mellencamp 162, call 414-229-4541, or visit our website.

QUESTIONS

For additional information regarding consortium agreements, please contact the Financial Aid Office, Mellencamp 162, or call 414-229-4541 and press 6.

CHECKLIST FOR STUDENTS COMPLETING CONSORTIUM AGREEMENTS

In order to be considered for aid, students must do the following before the 10th day of classes:

- Complete FAFSA which includes UWM's school code (003896).
- Enroll for 9 or more credits at UWM. College Connection and Study Abroad students should see the specific information regarding required credit loads for their programs on page two.
- Submit Consortium Agreement signed by the Financial Aid Department at their visiting institution to the Department of Financial Aid at UWM. (College Connection students can submit this form to their College Connection advisor who will insure that it is signed by the visiting institution and will be sent to UWM).
- Submit a copy of the student's class schedule from their visiting institution to the Department of Financial Aid at UWM.
- Submit Consortium Approval Form signed by the student's UWM Academic Advisor to the Department of Financial Aid at UWM. (College Connection students will have this form completed by their College Connection advisor).

****After the semester is complete, students must submit a copy of their grades from their visiting institution to the Department of Financial Aid at UWM.**

CONSORTIUM AGREEMENT

Between
University of Wisconsin-Milwaukee
And

(Name of visiting institution)

Student's Last Name

First Name

Social Security Number

Is this a 2-year UW institution participating in the College Connection Program? ___ yes ___ no

Under this agreement, the University of Wisconsin-Milwaukee as the **HOME INSTITUTION**, will award financial aid to the student. The other institution, identified above, will be considered the **VISITING INSTITUTION** and will not provide any aid to the student for the period of attendance noted below. The **VISITING INSTITUTION** agrees to provide the **HOME INSTITUTION** with information about enrollment credits and to notify the **HOME INSTITUTION** of any course/credit changes, refunds, or withdrawals.

To be completed, signed, and agreed to by a Financial Aid Officer at the **VISITING INSTITUTION**.

Name of Visiting Institution: _____

Address: _____

Phone: _____ (day) Phone: _____ (evening)

of Credits* _____ Cost: \$ _____ Period of Attendance _____

Financial Aid Officer's Name: _____ Title _____
Please Print

Signature: _____ Date: _____

The Financial Aid Officer should return this completed form and a per credit fee/tuition schedule to:

Department of Financial Aid
University of Wisconsin-Milwaukee
PO Box 469
Milwaukee, WI 53201
414.229.5699 fax

*The number of credits listed should not include audit credits or correspondence courses.

CONSORTIUM APPROVAL FORM

University of Wisconsin-Milwaukee
Department of Financial Aid

To be completed by the student:

Name: _____ ID# _____
 Last Name First Name

Name of visiting institution _____

Period of attendance _____

Note: A consortium agreement is only valid for one semester at a time.

I agree to inform the UWM Department of Financial Aid of any changes in my credits or enrollment at the visiting institution.

Student Signature _____ Date _____

To be completed by an academic advisor:

The course(s) listed below cannot be audit or correspondence courses. Please indicate if the course(s) the student is taking at the visiting institution corresponds to an equivalent course at UWM. If the answer is yes, please indicate whether that equivalent course is available at UWM during the semester the student is taking the course at the visiting institution.

Course Number(s) and Title(s)	# of Credits	Equivalent UWM Course	Available this Semester
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If this coursework is offered at UWM, please explain below why the student is attending another school:

Number of credits to be taken at UWM* _____

*Minimum of 9 credits required unless student is enrolled in Co-Op graduate classes through the Administrative Leadership program offered by the School of Education at UW-GB or UW-Parkside, or enrolled through the College Connection Program.

I am approving the course(s) listed above. These course(s) will transfer to UWM and are applicable to the student's degree.

Name _____ Department _____
 Please print

Signature _____ Date _____ Phone _____

Please return this form to the Financial Aid Office by the 10th day of classes.

G:\consortiums and study abroad\consortium form Updated 12/07/06