

GLENDALE COMMUNITY COLLEGE FINANCIAL AID OFFICE

INSTRUCTIONS FOR FINANCIAL AID CONSORTIUM AGREEMENT

Federal regulations stipulate that you may only receive financial aid (other than a BOG Fee Waiver) at one institution at a time. In some cases, a student who is unable to take required courses at GCC (the *primary college*) may be able to take those courses at another college (the *secondary college*) and request that those units be counted toward their financial aid eligibility. A Financial Aid Consortium Agreement must be agreed to and signed by the Financial Aid Offices at both institutions.

In order for a course at another college to be approved for financial aid purposes at Glendale Community College, the course must be able to be credited toward your degree, certificate or transfer objective at GCC.

EXCEPTIONS: IF YOU ARE ON A FINANCIAL AID CONTRACT YOU ARE NOT ELIGIBLE FOR A CONSORTIUM AGREEMENT.

COURSES PREVIOUSLY TAKEN AT GCC WITH A GRADE OF "A", "B", "C", "D", "P" or "NP" ARE NOT ELIGIBLE FOR PAYMENT THROUGH A CONSORTIUM AGREEMENT.

Consortium Agreements will not be accepted until after the Financial Aid census date for the semester/intersession listed in the Student's Section of the form. The Financial Aid census date is usually the 5th week of classes for Fall and Spring semesters and the 3rd week of classes for Winter and Summer intersessions. Current verification of enrollment must be attached to the Consortium Agreement. Current is defined as less than seven (7) days prior to the date submitted. Enrollment verification must clearly include:

1. Student's name (if name is different than name on record at GCC, proof of name change will be required)
2. Name of the Secondary College
3. Term of enrollment (this must match the semester/intersession checked in Section 1: Student)
4. Name of the course(s) and the number of units enrolled for each of the course(s)
5. Date of enrollment verification

PROCEDURES

1. Complete the *Student's Section* of the Financial Aid Consortium Agreement.
2. Make an appointment with your GCC Academic Counselor for completion of the *GCC Academic Counselor's Section*.
3. Take the Consortium Agreement (with *Student's Section* and *GCC Academic Counselor's Section* already completed) to the Financial Aid Office at the secondary college for them to complete the *Secondary College's Section*.
4. Submit the Consortium Agreement to the Financial Aid Office at GCC (*Student's Section*, *GCC Academic Counselor's Section* and *Secondary College's Section* must be completed) with a **current copy of enrollment verification at the secondary college**. Your Consortium Agreement will be reviewed and you will be notified of the status of your request. Only those courses taken at the secondary college which meet a GCC degree, certificate or transfer requirement will be approved for payment.
5. Consortium Agreements are only approved for one semester/intersession at a time. Consortium Agreements are not approved retroactively. **To be eligible for payment, a completed Consortium Agreement and current verification of enrollment at the secondary college must be received by the GCC Financial Aid Office after the Financial Aid census date and prior to the last day of the semester/intersession listed in the Student's Section of the form.**

TERMS

Primary College : (Glendale Community College)

The college where you are taking the majority of courses, intend to receive a degree or certificate, or transfer from.

Secondary College :

Another College you are attending to take courses that fulfill GCC program requirements but are not available at GCC due to scheduling or closed classes.

Satisfactory Academic Progress (SAP) :

SAP standards describe the requirements for the number of units you must successfully complete to remain eligible for financial aid.

GCC FINANCIAL AID CONSORTIUM AGREEMENT

BETWEEN: Primary College
Glendale Community College
1500 North Verdugo Road
Glendale, CA 91208-2894
(818) 240-1000 ext. 5916

AND: Secondary College
Name _____
Address _____

Phone _____

SECTION 1: STUDENT

Student's Name: _____ GCC ID# : _____
Address: _____ SS # : _____ - _____ - _____
City, ZIP: _____ Telephone: (_____) _____

THE COURSE(S) WILL BE TAKEN DURING (check only one) Fall Winter Spring Summ _____ semester
(year, i.e. 2012)

The student certifies that it is his/her responsibility to: 1) provide current verification of enrollment for the courses listed below, 2) provide any other required documentation to either or both the primary and secondary college, 3) to maintain satisfactory academic progress at both colleges, and 4) read the instructions and procedures on the other side of this form.

Student's Signature

Date

MAKE AN APPOINTMENT WITH YOUR GCC ACADEMIC COUNSELOR FOR COMPLETION OF SECTION 2

SECTION 2: GCC ACADEMIC COUNSELOR

I certify that all the courses listed below being taken at the secondary college meet a certificate, degree or transfer program requirement for the student's educational objective at Glendale Community College.

| Secondary College Course Name/Number | Descriptive Title | Units | GCC Course or GE AREA Equivalent |
|--------------------------------------|-------------------|-------|----------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Major: _____ Educational Objective: AA/AS Degree Certificate Transfer

GCC Academic Counselor's Signature

Name (Please Print)

Date

SUBMIT FORM TO SECONDARY COLLEGE FOR COMPLETION OF SECTION 3

SECTION 3: SECONDARY COLLEGE FINANCIAL AID OFFICE

Certification: I certify that the student is enrolled in the courses listed above and not currently receiving financial aid at this institution. Upon request, I agree to forward enrollment and satisfactory progress information to the primary college.

Authorized Signature

Date

Name (Please Print)

Title

Phone

SUBMIT COMPLETED CONSORTIUM AGREEMENT TO GCC FINANCIAL AID OFFICE FORMS WILL NOT BE ACCEPTED WITHOUT CURRENT VERIFICATION OF ENROLLMENT AT SECONDARY COLLEGE

SECTION 4: PRIMARY COLLEGE FINANCIAL AID OFFICE

Approved Denied

GCC FAA Signature

Date