

# Consortium Agreement Request Form

Website: [financialaid.highline.edu](http://financialaid.highline.edu)

Email: [financialaid@highline.edu](mailto:financialaid@highline.edu)

Where to submit this form: You can submit this form using our [Document Upload Form](#)

How to check your status online: Go to your [Financial Aid Portal](#)



## Student Information

Last Name

First Name

Date of Birth (mm/dd/yyyy)

ctcLink ID Number

## Consortium Agreement Instructions

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 (Highline College).

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 (Highline College) at least three (3) weeks prior to the start of the quarter, but no later than ten (10) days before the quarter begins.

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 (Highline College).
2. The courses you take at the Host School are either:
  - a. not offered at your Home School for the particular quarter; or
  - b. are offered for the particular quarter, but the class time(s) conflict with other courses you wish to take
3. You must be registered in at least 1 credit required for your program at your Home School (Highline College).
4. Ask your Academic Advisor at your Home School (Highline College) to complete their section of the form.
5. *Attach a copy of your course registration from the Host School.*
6. You must pay for classes yourself at the Host School, even with an approved Consortium Agreement.
7. You must submit a copy of an unofficial grade transcript from your host school at the end of the quarter.
8. You must tell the Home School (Highline College) about changes in enrollment within 72 hours via an email to our main financial aid email account.
9. You will be notified in the message center as to whether your consortium agreement application has been approved.
10. **I understand that I must pay for the class(es) at the other college by that College's tuition due date. In most cases, this will be before you receive a refund from Highline College.**

## Consortium Agreement Information

1. Quarter: \_\_\_\_\_

2. Specify your program name: \_\_\_\_\_

\* Examples: AA, AA-Emphasis in English, AS-Engineering, Associate in Pre-Nursing, AAS-Personal Fitness Trainer, Cert.-Paralegal Plus, BAS-Youth Development

3. Highline College courses:

Course: \_\_\_\_\_

Course: \_\_\_\_\_

4. Host College Courses: These credits are transferable and are part of my program at my home school (Highline College).

Course: \_\_\_\_\_ College: \_\_\_\_\_

Course: \_\_\_\_\_ College: \_\_\_\_\_

5. Explain the reason for your request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Student Signature

I have read and understood the Consortium Agreement Information on page 1 of this document and that my financial aid at Highline will not be disbursed until the quarter starts.

I understand that I must pay for the class(es) at the other college by that College's tuition due date. In most cases this will be before you receive a refund from Highline College.

Handwritten Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Home School: This section to be completed by Highline College

**Academic Advisor Certification:** I certify below that the courses listed above do or do not satisfy course requirements for the current degree or certification program. Official credit evaluation is completed upon receipt of official transcripts by Credentials Evaluators.

- Satisfies course requirements
- Does not satisfy course requirements

Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser Name: \_\_\_\_\_

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The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services in Building 99, 1st Floor, room 180, email: [access@highline.edu](mailto:access@highline.edu), phone: (206) 592-3857 TTY (206) 592-4853, VP (253) 237-1106.