

Consortium Agreement Request Form

Website: financialaid.highline.edu

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



Student Information

Last Name

First Name

ctcLink ID Number

Consortium Agreement Instructions

A consortium agreement allows credits taken at another school (HOST SCHOOL) to be used to meet financial aid and degree credit requirements at Highline College, which is where you will receive a degree or certificate. The student can receive financial aid only from Highline College.

Failure to meet the terms of this Consortium Agreement will make the student ineligible for another Consortium Agreement.

A Consortium Agreement will only be approved if the following conditions are met:

1. All courses must satisfy the Highline College program requirements and must be transferable to Highline College.
2. The courses are not offered at Highline College 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 Highline College.
4. Submit a complete Consortium Agreement no later than **4 weeks before the start of the quarter** in which the agreement with the other institution and Highline College will take effect.
5. Requests submitted without documentation will be denied.

Instructions:

1. Meet with your academic advisor.
2. Register at the host college.
3. Attach a copy of your course registration from the HOST SCHOOL. *Requests submitted without documentation will be denied.*
4. You must email financialaid@highline.edu if you drop or withdraw or stop attending the other college before the quarter ends.
5. Submit an unofficial grade transcript to the Highline College Financial Aid Office after grades post at the Host School. Deadline to submit is 10 days after the end of the quarter at the host school. Failure to submit will result in financial aid being cancelled and being placed on financial aid suspension.
6. Failure to submit transcripts will result in future financial aid being cancelled and you will be placed on financial aid suspension.
7. You must submit an official grade transcript to the Highline College Credential Office after grades post at the Host School to have the course(s) transferred to Highline College using the upload feature on the Financial Aid Form's page on the college's website.

Explain the reason for your request:

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: _____

Host College Quarter Begin and End Dates: _____

Academic Advisor Section:

- ☐ I certify that the courses listed above I certify that the courses listed above satisfy course requirements for the current degree or certification program. Official credit evaluation is completed upon receipt of official transcripts by Credentials Evaluators.
- ☐ Academic Advisor confirms a current academic plan is in Watermark and student is enrolled in courses that match this plan and that all courses are required for the student to complete the students Highline program.

Printed Name of Academic Advisor

Signature of Academic Advisor

Date

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.

I understand that failure to meet the terms of this Consortium Agreement will make me ineligible for another Consortium Agreement.

Handwritten Student Signature: _____ Date: _____

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, phone: (206) 592- 3857 TTY (206) 592-4853, VP (253) 237-1106.