

# Financial Aid Consortium Application

Use this form if you are a USC student wishing to take a class or classes at another school.

**Host School:** The school from which the student will take part of his or her program requirements through a consortium agreement.

**SECTION 1: STUDENT INFORMATION** Please complete this form and return it to the USC Financial Aid Office, along with any applicable documentation, four (4) to six (6) weeks before the start of the semester at the Host School.

Student's Name \_\_\_\_\_ Student's USC ID Number \_\_\_\_\_  
Last First

Host School ID# (if available): \_\_\_\_\_

Host School: \_\_\_\_\_

Class:  Undergraduate  Graduate

**Unit Enrollment:** I intend to enroll in the following number of units/credit hours at the Host School or, if enrolled concurrently at USC and the Host School, the combined number of units/credit hours: \_\_\_\_\_

**Important:** To qualify for financial aid, you **must** be enrolled at least half-time. (USC classifies half-time as at least 6 units for undergraduates, and at least 4 units for graduate students.) Please confirm with your Host School that your unit load qualifies as at least half-time enrollment. If you are enrolling in coursework at both the Host School and USC concurrently, the combined unit load of both schools should total at least half-time enrollment.

**Semester Enrollment** (check all semesters/terms that apply):  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

**Important:** A limited amount of financial aid is available for undergraduate students through the Financial Aid Office and through some academic departments for the summer session. Contact your department directly for more information about any financing they may offer for summer enrollment.

**Is your Host School on a quarter or other system?**  Yes  No If yes, please specify: \_\_\_\_\_

**SECTION 2: DOCUMENTATION** Please complete all of the following four steps:

1. Contact the financial aid office of your Host School at least four (4) to (6) weeks before the first day of classes to confirm their participation in consortium agreements. If the Host School declines to participate, this decision cannot be overturned, and we will not be able to process financial aid under a consortium agreement. We recommend not proceeding with the application process.

2. Of the following three options, check the one which describes your class and enrollment, and provide the applicable documentation:

**I am an undergraduate student enrolling in summer coursework.**

I will submit a **Summer Coursework Pre-Approval Form** to the USC Office of Degree Progress [Visit [arr.usc.edu/transferecredit](http://arr.usc.edu/transferecredit) for detailed information about the pre-approval process. Contact Degree Progress at [dprogss@usc.edu](mailto:dprogss@usc.edu) or (213) 740-7070 with any questions.]

-OR-

**I am an undergraduate student enrolling in a fall or spring semester.**

I have extenuating circumstances that require me to complete transfer coursework at another school in a fall or spring term. I have contacted my academic advisor or department for approval and have obtained documentation that coursework taken at the Host School is transferable to my USC degree or certificate.

**(Please include this documentation when you return this form.)**

-OR-

**I am a graduate student.**

I have obtained from my academic advisor documentation that coursework taken at the Host School is transferable to my USC degree or certificate.

**(Please include this documentation when you return this form.)**

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**SECTION 2: DOCUMENTATION (cont.) Please complete all of the following four steps:**

3. Provide the contact information (name, e-mail, phone and fax numbers) of the financial aid coordinator for consortium agreements at the Host School.

**Important:** *If no direct contact information is provided, USC will forward the agreement paperwork to the Host School's general financial aid inbox. There may be a delay as the paperwork is then routed to the appropriate personnel for completion. A direct contact with the Host School will greatly expedite processing of the agreement.*

Host School financial aid coordinator contact:

Name:	E-mail:
Phone number:	Fax number:

4. Submit this form **along with all applicable documentation** to the USC Financial Aid Office via e-mail at faograd@usc.edu. (This email address is to be used for both undergraduate and graduate students.)

Once you have submitted your documentation, a USC financial aid representative will verify it and complete a consortium agreement form, which will be routed to the Host School for approval. Once we receive the signed agreement, we will be able to process your financial aid.

Please be aware that in order to receive any funding through the University of Southern California, you may need to complete some additional steps not related to the consortium agreement.

**SECTION 3: STUDENT RESPONSIBILITIES Please review the following student responsibilities, and sign below:**

I acknowledge that, under the terms of an approved consortium agreement between the University of Southern California and Host School, I must:

1. Maintain Satisfactory Academic Progress.
2. Notify the University of Southern California Financial Aid Office if I do not begin attendance in the courses listed and approved for this consortium agreement.
3. Immediately inform the University of Southern California and the Host School of any change in enrollment status, including withdrawing from all courses or substitution of approved courses.
4. Ensure that the Host School provides the University of Southern California with a Host School academic transcript upon completion of the consortium period.

Signature:	Date:
E-mail:	Phone: