Step 1: To be completed by the student:

**Home School:** Tunxis Community College  
(Institute granting student’s degree)  
271 Scott Swamp Road  
Farmington, CT 06032

**Host School:** ____________________________  
(Institution student is visiting to take course(s))  
Address: __________________________________  
__________________________________________

The schools above are herein entering into a Consortium Agreement for: **(Print legibly, please)**

Name ________________________________________________________________  
Student ID @ ________________________  Academic Program _______________________________

Phone (__) _____________________  Email ___________________________________________

Special Instructions to the student:

**The student must:**
- Be enrolled in an eligible degree/certificate program; must have been approved for financial aid and be making satisfactory academic progress at your Home School during the semester you are applying for this consortium agreement.
- Take only a course(s) at the Host school that is (are) required for completion of your degree program at your Home School. This course must be approved by your Home School advisor.
- Submit a grade transcript from the Host school to your Home School Registrar’s office upon completion of the course(s).
- Be responsible to pay for the book(s) needed to attend the course(s) covered by this agreement.
- Be aware that financial aid is awarded and disbursed by the Home School only.
- Be advised that the Host School may require payment of tuition/fees from you at the time of registration **regardless of your financial aid status**. If this is a late request, you must pay the Host School.
- The Home School will make every effort to transfer the funds directly to the Host School. However, if the Host school does not bill, or bills late, the Home School will disburse the award directly to the student who will then be responsible for paying the Host School directly. If the eventual aid award is insufficient to cover all costs, the student will be responsible for all remaining expenses due to the Home and/or Host School.

**Student Signature:**  
**Date:**

<table>
<thead>
<tr>
<th>Semester/Year (select one)</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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</table>

**Course(s) student will be taking at HOME SCHOOL:**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course #</th>
<th># of Credits</th>
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**Course(s) student will be taking at HOST SCHOOL:**

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<th>Course Title</th>
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<th># of Credits</th>
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**IMPORTANT:** repeated courses may not be eligible for federal financial aid – please contact the Financial Aid Office by email at tx-finaid@txcc.commnet.edu.
I certify that the course(s) indicated above are required to fulfill degree/certificate requirements at the Home School.

Authorized Signature of Home School Official:

_______________________________________   ________ ______________________________________   _____________

Signature                                                                                   Print Name and Telephone        Date

Step 2: To be completed by the Home School Financial Aid Office:

Statement of Purpose

The Consortium Agreement will allow the Home School to disburse financial aid based on the student’s combined enrollment at both institutions. The Home School is responsible for determining financial aid eligibility, awards, disbursing aid, monitoring Financial Aid Satisfactory Academic Progress and reporting requirements for institutional, state and federal aid. The Home School will seek to verify enrollment at the Host School during the period of enrollment, and will also seek final grades for the student at the conclusion of the period of enrollment.

The Home School will process financial aid according to the method below:

After Home School charges are paid, the Home School will transfer remaining financial aid funds to the Host School for the direct charges itemized by the Host School. The student shall be responsible for paying any difference in tuition and fees charges. The student is responsible for the purchase of books at the Host School.

Estimated Financial Aid funds to be transferred by Home School: $ ______________________

Estimated Out-of-Pocket Book/Supply Costs to Student: $ ______________________

Step 3: To be completed by the Host School (or attach Registration form):

Period of attendance:

Award Year (circle one)   Fall   Spring   Summer

Course(s) for which student is registered:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Method of delivery: In Person or Online</th>
<th>Course #</th>
<th># of Credits</th>
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Cost for Total Credits:  
Tuition: _____________  
Fees: _____________  
TOTAL $ _____________

NOTE: The Host School will notify the Home School if the student withdraws from any of the above course(s) at any time during the enrollment period.

Authorized          Authorized
Official ___________________________________     Official ___________________________________

Date ________________________            Date ________________________