

Consortium Agreement Request Instructions

A consortium agreement allows course credits taken at one institution to be used for financial aid purposes at the “home” institution. Normally, the student receives aid only for the home institution enrollment. Each institution must be eligible to participate in the Title IV aid programs.

Generally, credit enrollment and completion requirements must be satisfied with University of Washington credits only. A consortium agreement will permit credits taken at another institution to be used for financial aid purposes at the University of Washington. However, a consortium agreement between the University of Washington’s Office of Student Financial Aid and another institution’s financial aid office will only be approved if the following conditions are met:

1. The courses you take at the other institution must be a requirement of your degree program and transferable to the University of Washington; and
2. The courses you take at the other institution are not offered at the University of Washington, or your degree completion will be significantly delayed due to course sequencing and/or prerequisite requirements for UW courses; and
3. You must be concurrently enrolled for at least one credit per quarter at the University of Washington.

If you feel the course(s) you are interested in taking elsewhere meet the above requirements, you will want to speak to a Financial Aid Counselor to obtain the Consortium Agreement Request Form. You will need to submit the completed form with **ALL** the requested information and signatures for the document to be processed.

Your request must be submitted well in advance of the start of the quarter, (approximately three weeks).

When submitting a consortium agreement request, do not register for fulltime enrollment at the UW. Our office will verify your enrollment at the UW and at your host institution. If confirmation of your registration at the host institution is not available, you must provide a copy at the time it becomes available. However, should the course(s) registered for at the host institution do not coincide with the course(s) reported on this form, your consortium agreement request is void. A new request must be submitted for review. Your enrollment at the UW must coincide with the information contained on this form. Discrepancies will delay the process, and may void your approval.

NOTE: An approved consortium agreement request does not equate to having your host institution’s charges being paid. Once you are registered at the host institution, it is up to you to either pay the tuition charges at the host institution, or to make arrangements with the host institution to defer payment of the charges until UW financial aid is available. A UW Short Term Loan may also be an option that could assist you until UW aid is available. Here is the Short Term Loan link:

<https://www.washington.edu/financialaid/types-of-aid/loans/short-term-loans/>

Please see your campus financial aid website for contact information:

Bothell: uwb.edu/financialaid | Seattle: finaid.uw.edu | Tacoma: tacoma.uw.edu/finaid