



PO Box 1000
Park Hills MO 63601



One University Plaza
Cape Girardeau MO 63701



2080 Three Rivers Blvd
Poplar Bluff MO 63901

Consortium Agreement for Administration of Financial Aid

2017-2018

The agreement, when fully complete, will allow the Home Institution to process your financial aid based on the combined enrollment of the Home and Host Institution for the specified semester. The institution that processes and pays the student financial aid is the Home Institution. The institution that does not process or pay the student financial aid is the Host Institution. The Home Institution is typically the institution who you will be receiving your degree from.

You must be a degree or certificate-seeking student with the Home Institution to complete this agreement. Any courses must transfer towards your degree. If you are in "0" hours at the Home institution, you must obtain permission from the Home institution prior to completing a consortium agreement. If you will be enrolled in 12 hours or more at your home institution, contact your home school prior to completing this agreement. *Do not submit your consortium agreement until you are enrolled at both the Host and Home Institution.*

STUDENTS RIGHTS AND RESPONSIBILITIES

- Complete a FAFSA.
- Agreement must be completed each semester.
- You are responsible for your bill at both the home and host institution. DO NOT ignore any bills you receive from either the Host or Home institution.
- Notify both institutions of dropped classes within 2 weeks.
- A transcript must be sent at the end of the semester.
- Pay attention to the processing deadlines.
- Students in a consortium agreement need to return the agreement to the host institution.
- All federal aid recipients must maintain satisfactory academic progress for financial aid in accordance with the policy of the Home Institution.
- The Home institution may verify enrollment with the Host institution during the semester. Your financial aid may not be released until your enrollment is confirmed. This could delay the processing of refund checks.
- Do not ignore any correspondence from your lender. Contact them immediately upon receipt of any discrepant information concerning enrollment verification.
- Consortium agreements are only recognized for the purposes of federal aid. State or Institutional aid may require full-time enrollment at your Home Institution in order to receive the funds.

DEADLINES FOR FINANCIAL AID*

(*These dates are tentative and are subject to change.)

	Southeast Missouri State University**	Three Rivers College	Mineral Area Community College
Fall	August 25	No deadline	No deadline
Spring	January 19	No deadline	No deadline
Summer	June 15	No deadline	No deadline

**Please note that the deadline dates at Southeast Missouri State University are strictly enforced. Late consortium agreements *will not* be processed.

PARTICIPATING SCHOOLS

(This list is not all-inclusive. Contact SFS for more information.)

Institution	Financial Aid/ Billing Office Contact	Phone Number	Fax Number
Southeast Missouri State University One University Plaza MS3740 Cape Girardeau, MO 63701	Cassandra Hicks	(573) 651-2253	(573) 986-6431
Mineral Area College P. O. Box 1000 Park Hills, MO 63601	Denise Sebastian Canna Wisdom	(573) 518-2249 style="color: red;">(573) 518-2232	(573) 518-2305
Three Rivers College 2080 Three Rivers Blvd. Poplar Bluff, MO 63901	Danielle McFadden	(573) 840-9606	(573) 840-9604
Missouri Southern 3950 E Newman Road Joplin, MO 64801-1595	Brenda Blalock	(417) 625-9584	(417) 659-4474
Jefferson Community College 1000 Viking Drive Hillsboro, MO 63050	Sharon Nichols	(636) 481-3212	

Experience Southeast...Experience Success

CONSORTIUM AGREEMENT FOR ADMINISTRATION OF FINANCIAL AID

Enrollment Period:

FALL 2017

SPRING 2018

SUMMER 2018

Name of Student _____

Phone # _____

SSN _____

HOME INSTITUTION: Institution that will grant your degree or certificate and process your Financial Aid.

Southeast Missouri State University, One University Plaza, Cape Girardeau, MO 63701

Other: _____

Three Rivers College, 2080 Three Rivers, Blvd., Poplar Bluff, MO 63901

Mineral Area Community College, PO Box 1000, Park Hills, MO 63601

Student ID: _____

E-mail Address: _____

Hours Enrolled: _____

HOST INSTITUTION: Institution that will NOT process your Financial Aid.

Southeast Missouri State University, One University Plaza, Cape Girardeau, MO 63701

Other: _____

Cape College Center, 1080 Silver Springs Road, Cape Girardeau, MO 63703

Three Rivers College, 2080 Three Rivers, Blvd., Poplar Bluff, MO 63901

Mineral Area Community College, PO Box 1000, Park Hills, MO 63601

Jefferson Community College, 1000 Viking Drive, Hillsboro, MO 63050

Student ID: _____

E-mail Address: _____

SCHEDULE AT HOST INSTITUTION				
COURSE #/ SECTION #	COURSE TITLE	COURSE DATES	SEM HOURS	TOTAL TUITION

I agree: **1)** That I have read the consortium agreement and agree to all policies and requirements for the indicated period of enrollment at both the Host Institution and the Home Institution; **2)** I understand that I am responsible for requesting a transcript. A FINANCIAL AID HOLD WILL BE PLACED ON MY ACCOUNT FOR SUBSEQUENT SEMESTERS UNTIL THE TRANSCRIPT IS RECEIVED; **3)** If there are any associated charges with this transcript request, I understand that I am responsible for those charges.

Student's Signature/Date _____

Host Institution--I certify that the student named above is currently enrolled in the listed courses at the Host Institution. Further, I agree to contact the Home Institution if there is any change in enrollment during the course of the indicated period of enrollment within 2 weeks.

Host Institution Registrar Signature/Date _____

Host Institution Financial Aid Director Signature/Date _____

Home Institution Registrar Signature/Date _____

Home Institution Financial Aid Director Signature/Date _____

For Office Use Only:

Home: _____ Inst _____ Other _____

Host: _____ Inst _____ Other _____