Towson University Consortium Agreement Request

Under a consortium agreement, students may take courses at another eligible college or university (Host Institution) and have those courses count toward their enrollment status for Federal Student Aid purposes at Towson University (Home institution). Consortium Agreements are not needed for students participating in the Inter-Institutional and BSEP Registration Agreements.

Home Institution: Towson University, 8000 York Road, Towson, MD 21252-0001

In addition to this request form, you must

- Attach a TRANSFER PETITION FORM for each course you wish to take at the host institution.
- Forms are available online at www.towson.edu/registrar/forms.html
  - Undergraduates, complete the “Transfer Petition Form - Undergraduate.”
  - Graduate students; complete the “Transfer Petition Form - Graduate” for all graduate coursework you wish to transfer.

Student’s Name ________________________________ Student’s TU ID Number ________________________________

I will be enrolled at _____________________________________ (Host institution)
for courses listed on this form during the __________________________, 20_____ (semester/term).

Host Institution Address ________________________________________________________________
City, State, Zip ______________________________________________________________________

I will also enroll at Towson University for _________ credits during this semester/term.

Terms of Consortium Agreement:
1. Student must be admitted to a degree program at Towson University during the consortium agreement semester.
2. Undergraduate students must be enrolled in at least 6 units and graduate students must be enrolled in at least 3 units at Towson University during the consortium agreement semester. Courses at the host institution do not count toward these units. Graduate students cannot use the consortium agreement for undergraduate courses at the host institution.
3. Student’s enrollment status will be based on TU enrollment and on courses listed on this form that are approved by Towson University as determined on the TRANSFER PETITION FORM.
4. Student must immediately notify the Towson University Financial Aid Office in writing if they do not attend courses approved on the TRANSFER PETITION FORM.
5. Student must immediately notify the TU Financial Aid Office in writing of any change in enrollment status at the Host Institution or TU after beginning coursework, including withdrawing from courses or substitution of approved courses.
6. Student must provide Towson University Registrar’s Office with an official academic transcript from the host institution promptly after completion of the term at the host institution.
7. The host institution must:
   a. Meet all the criteria to participate in Title IV federal student aid programs;
   b. Have an authorized representative complete and sign a consortium agreement.

Consent:
I hereby give Towson University and the host institution permission to share appropriate information concerning my enrollment, grades, academic status, tuition, fees and financial aid information necessary to execute this agreement.

Student’s Signature ________________________________ Date ________________________________

Return this completed form and completed Transfer Petition form(s) to:
Records & Registration/Academic Standards Committee
8000 York Road, Towson, MD 21252-0001
(Fax: 410-704-6393, Location: Enrollment Services Bldg., 2nd floor, asc@towson.edu.)
I will enroll in the following courses at the Host Institution:

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<th>Course Prefix and Number</th>
<th>Course Name</th>
<th>Course Begin Date</th>
<th>Course End Date</th>
<th>Course Credit Hours</th>
<th>Are You Registered?</th>
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If you are not currently registered for all the courses listed above, notify the Financial Aid Office when you have registered for all courses by sending an email to sselby@towson.edu stating that you have now registered for all courses at the Host Institution. The Financial Aid Office may contact you at your TU email account for any additional information needed to process your consortium agreement.

Your financial aid will be awarded and disbursed by Towson University, the institution from which you will receive your degree. You will be responsible for paying all program fees at the other institution. Towson University will not make payment directly to the other school. All financial aid will be disbursed to your account at the TU Bursar’s Office; if you have a credit balance at TU you will receive a rebate check from the Bursar's Office.

Please notify Financial Aid immediately if there are any changes in enrollment at the host institution.

Questions about your consortium agreement should be directed to: Sarah Selby in the TU Financial Aid Office at selby@towson.edu, 410-704-4236, Office Location: ES 339, or mailing address: Financial Aid Office, Towson University, 8000 York Road, Towson MD 21252,

Return this completed form and completed Transfer Petition form(s) to: Records & Registration /Academic Standards Committee, 8000 York Road, Towson, MD 21252-0001, (Fax: 410-704-6393, Location: Enrollment Services Bldg., 2nd floor, asc@towson.edu)

The above listed course(s) at the Host Institution have been approved for transfer to the student’s program at Towson University:

Towson University Registrar Signature:                     Date:

(FAO Revised 9/12/17)