Towson University Consortium Agreement Request

Under a consortium agreement, you may take courses at another eligible college or university (Host Institution) and have those courses count toward your enrollment status for financial aid purposes at TU (Home institution). You don’t need to submit this form if you are participating in the Inter-Institutional or BSEP Registration Agreements.

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

In addition to this request form, you must
1) Submit an online TRANSFER PETITION FORM for each course you wish to take at the host institution.
2) Email this completed Consortium Agreement Request form to asc@towson.edu

Forms are available online at www.towson.edu/registrar/forms.html
- Undergraduates: Complete the “Transfer Petition Form - Undergraduate.”
- Grad 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. You 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 TU 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. Your enrollment status will be based on your TU course units and on courses listed on this form that are approved by Towson University as determined on the TRANSFER PETITION FORM.
4. You must immediately notify the TU Financial Aid Office in writing if you do not attend the approved courses on your TRANSFER PETITION FORM.
5. You must immediately notify the TU Financial Aid Office in writing if you change your enrollment status at TU or the Host Institution after beginning coursework, including withdrawing from any courses or substitution of approved courses.
6. After completion of the term at the host institution, you must promptly send the TU Registrar’s Office an official academic transcript from 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 ___________________________

You must email this completed Consortium Agreement Request form to 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 TU 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. TU will not submit any payment to the other school. We will disburse all your financial aid to your TU Bursar’s Office account; if your total aid at TU exceeds your TU charges, the TU Bursar’s Office will send you a financial aid rebate.

**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.

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: