



CONSORTIUM AGREEMENT FORM

INSTRUCTIONS FOR FINANCIAL AID CONSORTIUM AGREEMENT

Federal regulations stipulate that you may only receive financial aid (other than a BOG fee waiver) at one institution at a time. In some cases, a student who is unable to take required classes at Los Angeles Harbor College (the *primary college*) may be able to take those classes at another college (the *secondary college*) and request that those units be counted towards their financial aid eligibility. A Financial Aid Consortium Agreement must be agreed to and signed by the Financial Aid Offices at both institutions.

In order for a course at another college to be approved for financial aid purposes at LAHC, the course must be able to be credited toward your degree, certificate or transfer objective at LAHC.

You are required to submit a copy of your grade report from the secondary college at the end of the semester. You have to request your secondary college to send your official academic transcripts to LAHC Admissions and Records Office within 30 days after your grades are posted. Financial aid for future semesters at LAHC will not be disbursed until your grades are received. You must successfully complete all of the courses approved on your Consortium Agreement to remain eligible for student financial aid. Satisfactory Academic Progress standards apply to courses taken under a consortium agreement and may affect your financial aid eligibility at LAHC.

PROCESS

- **Section 1.** Complete the *Student's Section* of the Financial Aid Consortium Agreement. Also, print out a **copy of your enrollment at the secondary college. The print out must include your full name and the semester you are requesting payment for.**
- **Section 2.** Come to see our Outreach Counseling Office, SSA 131, for completion of the *Los Angeles Harbor College Counselor's Section*.
- **Section 3.** Take the Consortium Agreement (with *Student's Section* and *Los Angeles Harbor College Counselor's Section* completed) to the Financial Aid Office at the secondary college for completion of the *Secondary College's Section*.
- Submit the Consortium Agreement to the Financial Aid Office at Los Angeles Harbor College (*Student's Section*, *Los Angeles Harbor College Counselor's Section* and *Secondary College's Section* must be completed) with a **copy of your enrollment at the secondary college**. Your Consortium Agreement will be reviewed and you will be notified of the status of your request.
- If your Consortium Agreement is approved, you will receive the financial aid disbursement for the units at your secondary college after the 60% point of the semester at LAHC. In order to receive this disbursement, you will be required to present proof of current enrollment for the units at your secondary college. A reminder letter will be sent to you specifying when to obtain and submit this proof of enrollment. Without this proof of enrollment, you will not receive a disbursement for the units at your secondary college.
- After the semester ends at your secondary college, you will need to obtain and submit a copy of your unofficial transcripts showing the grades for your approved classes to the LAHC Financial Aid Office, and send your official transcripts to the LAHC Admissions and Records Office. Financial aid for future semesters at LAHC will not be disbursed until your transcripts are received.
- **Consortium Agreements are only approved for one semester at a time. Consortium Agreements are not approved retroactively. A completed Consortium Agreement (and proof of enrollment at the secondary college) must be received by the LAHC Financial Aid Office midway into the semester listed in the *Student's Section* of the form.**

TERMS

Primary College: L.A. Harbor College

The college where you are taking the majority of courses, intend to receive a degree or certificate, or transfer from.

Secondary College:

Another college you are attending to take courses that fulfill your LAHC program requirements but are not available at LAHC due to scheduling or closed classes.

Satisfactory Academic Progress (SAP):

SAP standards describe the requirements for the number of units you must successfully complete to remain eligible for financial aid.



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Last Name First Name Middle Initial

Student ID Number

Between: **Primary College** And: **Secondary College**

Los Angeles Harbor College

1111 Figueroa Place
 Wilmington CA 90744
 310 233 4000 ext. 4320

SECTION 1: STUDENT

THE COURSE(S) WILL BE TAKEN DURING (select one): Summer Fall/Winter Spring _____ Semester
 YYY

The student certifies that it is his/her responsibility to: **1)** provide verification of enrollment and grades for the courses listed below, **2)** provide any other required documentation to either or both the primary and secondary college, and **3)** to maintain satisfactory academic progress at both colleges.

 Student's Signature Date

SECTION 2: LOS ANGELES HARBOR COLLEGE COUNSELOR

Make an appointment with our Outreach Counselors, located in SSA 131, to complete this section.

Secondary College Course Name/Number	Descriptive Title	Units	LAHC course or GE AREA equivalent/Counselor's Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Major: _____ Educational Goal: AA/AS Degree Certificate Transfer

I certify that all the courses listed above that are being taken at the secondary college meet a certificate, degree or transfer program requirement for the student's educational objective at Los Angeles Harbor College.

 Los Angeles Harbor College Counselor's Signature Name (Please Print) Date

SUBMIT FORM TO SECONDARY COLLEGE FOR COMPLETION OF SECTION 3

SECONDARY COLLEGE

Certification: I certify that the student is enrolled in the courses listed above and not currently receiving financial aid at this institution. Upon request, I agree to forward enrollment and satisfactory progress information to the primary college.

 Authorized Signature Date Name (Please Print)

 Title Phone

Submit completed Consortium Agreement to LAHC Financial Aid Office within the first 30 days of the semester listed on Section 1. The form will not be accepted without proof of enrollment at secondary college.

SECTION 4: PRIMARY COLLEGE Approved Denied: _____

 Los Angeles Harbor College FAA Signature Date