Name: _______________________________  SID: _______________________________

Program of Study: ___________________________  Quarter: ___________________________

I am requesting that I be allowed to count the credits listed below towards my financial aid credit requirements at South Seattle College. These credits are part of my degree or certificate program listed above and I have attached a degree audit confirming the credits are required for this degree. These credits are transferable to my home school, I have read and understood the Consortium Agreement Information on the reverse side of this document.

Class ___________________________  College ___________________________
Class ___________________________  College ___________________________
Class ___________________________  College ___________________________

Please explain the reason for your request:

_____________________________________________________________________________

Signature ___________________________  Date ___________________________
Email Address: __________________________________________________________________

---

To be completed by Academic Advisor at South Seattle College

I certify that the courses listed above do_______ do not_______ satisfy course requirements for the current degree or certification program. Official credit evaluation is completed upon receipt of official transcripts by Credentials Evaluators.

Advisor Signature ___________________________  Date ___________________________
Advisor ___________________________  Phone # ___________________________

---

To be completed by the Financial Aid Office at South Seattle College

Approved _____  Denied _____  Staff initials _______  Date ___________________________
A consortium agreement allows credits taken at another school (Host School) to be used to meet Financial Aid credit requirements at the student’s Home School. The “Home School” is the school which is providing the student with financial aid and from which the student will receive a degree or certificate. The student can receive financial aid only from the Home School. **Please note: even with an approved Consortium Agreement, the student is required to pay for classes themselves at the Host School.**

**Requirements**

To be eligible to receive a consortium agreement for a specific quarter, the following requirements must be met:

1. The courses you take at the Host School must satisfy program requirements at South Seattle College.
2. The courses you take at the Host School are either:
   a. not offered at your home school for the particular quarter; or
   b. are offered for the particular quarter, but the class time(s) conflict with other courses you wish to take
3. You must be concurrently enrolled for at least one (1) credit to receive grant funds or six (6) credits for loan funds at South Seattle College.
4. You must pay for classes yourself at the Host School, even with an approved Consortium Agreement.
5. You must submit a copy of an unofficial grade transcript from your host school at the end of the quarter.
6. You must have your credits from "Host School" transfered and officially evaluated by South Seattle College Credentials Office

**Application Process**

If the credits you are interested in taking at another school meet the requirements listed above, you can apply for a consortium agreement. The application steps are as follows:

1. Complete the “Consortium Agreement Request Form” on the reverse side of this document.
2. Ask your Academic Advisor at South Seattle College to complete their section of the application.
3. Attach a copy of your course registration from the Host School.
4. Submit the completed application to the Financial Aid Office at South Seattle College.

**Deadline**

To avoid delays in receiving your financial aid, it is strongly recommended that you submit the completed application to the Financial Aid Office at South Seattle College at least three (3) weeks prior to the start of the quarter, **but no later than seven (7) days before the quarter begins.**

**Student Notification**

South Seattle College will notify you in writing as to whether or not your consortium agreement application has been approved.