

# SOUTH MOUNTAIN COMMUNITY COLLEGE CONSORTIUM AGREEMENT

## Policy and Steps to Apply

Financial Aid Office  
7050 S. 24<sup>th</sup> St.  
Phoenix, AZ 85040  
Phone: (602) 243-8300  
FAX: (602) 243-8118

In cases where a student is taking courses at two different colleges in the same semester, a Consortium Agreement can be used to calculate the total enrollment from both schools for financial aid purposes (to be used with participating colleges). The form must be completed and submitted back to the Financial Aid Office on or before the Priority / Deadline Date as determined by the SMCC Financial Aid Office. This date is updated on a semester by semester basis and can be found on the SMCC Financial Aid Website under Important Dates.

Before submitting the Consortium Agreement Form to the SMCC Financial Aid Office, please follow and complete the checklist below:

- Enroll at SMCC in at least 6 credit hours (no exceptions). This is required in order for SMCC to be the HOME (parent) Institution.
- Be enrolled at the HOST (participating) Institution AND pay for those classes to prevent them from being dropped. Retain proof of payment for your records. Proof of payment plan enrollment is also acceptable.
- Visit with an SMCC Academic Advisor to confirm that courses you've selected to enroll in are included in your chosen program of study. The advisor must sign the Consortium Agreement and provide you with a copy of your Degree Checksheet. Course dates should not overlap into the subsequent term.
- Visit the Financial Aid Office at the HOST (participating) Institution to confirm your enrollment and have them sign their portion of the form. Course dates should not overlap into the subsequent term.
- Return the completed Consortium Agreement to the SMCC Financial Aid Office. Courses taken at the HOST (participating) Institution must be paid in advance. **Proof of payment and a copy of your Degree Checksheet must be submitted with this form.**
- Student should maintain enrollment during the period of this agreement. You **MUST** provide a copy of your semester transcript (showing the final grades) at the close of the semester **AND** have any earned credits transferred to the HOME school in order to receive future aid.

### Note:

The financial aid award may be adjusted based on the start date of classes taken at the Participating Institution. Please allow at least 15 business days for processing.