



Financial Aid Consortium Agreement

This is a Financial Aid Consortium Agreement between Washington State Community College (Sending Institution) and Herzing University (Receiving Institution).

Students who are taking community or technical college and Herzing University courses concurrently must complete a Financial Aid Consortium Agreement (Appendix A). A consortium agreement is a financial aid payment contract between the student, Herzing University and the Sending Institution. The Financial Aid Consortium Agreement permits the Herzing University Educational Funding Department to process financial aid based on the combined registered hours at both institutions for each term of the academic year. Academic credits completed through the Sending Institution are transferred into the degree program at Herzing University with a grade of "TR", signifying transfer credit. Herzing University will confer the bachelor's degree upon completion of the degree requirements.

Herzing University Undergraduate Enrollment Status Definition for Title IV Purposes

Full-time	12 credits per semester or more
Three-quarter time	9-11 credits per semester
Half-time	6-8 credits per semester
Less than Half-time	Less than 6 credits per semester

Financial Aid Cost of Attendance

The Herzing University Educational Funding Department will use the Herzing Cost of Attendance figures for all students enrolled in this program. Tuition will be adjusted according to enrollment mix and cost per semester.

Disbursement of Financial Aid at Herzing University

Herzing University typically disburses financial aid to students three weeks after their start date or the start date of the semester. Each institution is responsible for billing the student for the courses they are enrolled in at each location each semester. Aid received in excess of Herzing tuition and fees will be distributed to the student within 14 days of aid disbursement. The Sending Institution will bill students for coursework taken at their institution and is encouraged to account for this financial aid disbursement schedule when setting up payment plan arrangements with students in order to allow students time to receive excess funding and make their tuition payments on time.

Important Information

- A student must be enrolled in at least one Herzing University course per semester in order to receive financial aid for dual enrollment at Herzing University and at the Sending Institution.
- If a student has financial aid awarded by the Sending Institution, the student needs to request a cancellation of the award offer and any pending aid so that Herzing University may award aid for the bachelor's degree. Students are not permitted to obtain federal or state financial aid from both institutions simultaneously.
- By completing the Sending Institution section of this agreement, the Sending Institution agrees not to process any federal or state financial aid for a student. If this agreement is violated, any federal and state financial aid awards may be revoked by one or both institutions. It is the student's responsibility to ensure that he or she is only receiving state or federal aid from Herzing University.
- A student may be required to pay the Sending Institution prior to financial aid being released to that student from Herzing University. If a student does not pay for the class listed on the agreement and he or she is cancelled from class due to non-payment, the consortium agreement is voided. If that student still wishes to receive financial aid, he or she must re-register and submit a new consortium agreement form.
- If all sections of the consortium agreement are not submitted with the appropriate certification and signatures, the consortium agreement will be incomplete, which will delay the processing of a financial aid award. If the consortium agreement form is received after the deadline for the semester, the receipt of financial aid will be

delayed. No special exceptions will be made to the standard processing of funds for any student due to failure to submit required documentation on time.

Terms of Agreement

This agreement will be in effect for five years from the date of execution. Renewal of the agreement with appropriate content changes will be discussed at the end of this time period. Termination of this agreement may occur by either party with ninety (90) day written notification, or immediately if 1) the Sending Institution or Herzing University (Receiving Institution) loses state or accrediting agency approval, or 2) if any regulatory agency that oversees the Sending Institution or Herzing University (Receiving Institution) notifies either institution that this agreement violates agency standards. Such termination will have no impact upon students that have already enrolled at Herzing University and terms would be in effect for them until they graduate as long as they maintain continuous enrollment. In the event of the termination of this agreement, each institution will be responsible for amending any publications or websites as needed and for disposing of any brochures or related materials at their own physical locations.

By signing this document, both parties agree to the terms outlined above in the Financial Aid Consortium Agreement.

Sending Institution

Authorizing Signature: Shannon Venezia
Printed Name and Title: Shannon Venezia, Director of Financial Aid Email Address: svenezia@wscc.edu
Date: 5/11/16 Telephone Number: 740-574-8716

Herzing University (Receiving Institution)

Authorizing Signature: Bill Vache
Printed Name and Title: Bill Vache, Senior Educational Funding Advisor Email Address: wvache@herzing.edu
Date: May 24, 2016 Telephone Number: (414) 271-8103 Ext. 66403

Appendix A: Student Financial Aid Consortium Agreement

As permitted in the federal regulations, Herzing University would like to enter into a financial aid consortium agreement for the purpose of establishing conditions under which Herzing University can award and process financial aid to a student attending another Title IV eligible institution. For the purposes of this consortium agreement, Herzing University will be known as the Receiving Institution and the school to be visited by the student will be known as the Sending Institution.

Student Name:	
Date of Birth:	
Herzing University Student ID:	
Herzing University Start Date:	
Herzing University Program:	
Semester (Circle One and enter year):	Spring Summer Fall
Student Telephone Number:	
Partner Community or Technical College:	

Please read, sign and submit the financial aid consortium agreement policy.

Herzing University Financial Aid Consortium Agreement Policy

What is a financial aid consortium agreement?

A financial aid consortium agreement is a contract between the student, Herzing University and the Sending Institution. The agreement permits the Herzing University Educational Funding Department to process financial aid based on the combined registered hours at both colleges for each term of the academic year. This agreement is attached to an articulation agreement where Herzing University is accepting transfer credit from the Sending Institution after the student is enrolled in a program of study at Herzing University.

Important Information

- You must be enrolled in at least one Herzing University course per semester in order to receive financial aid for dual enrollment at Herzing University and another college.
- If you have financial aid awarded to you by your Sending Institution, you need to request a cancellation of your award offer and any pending aid so that Herzing University may award you as you pursue your bachelor degree. You are not permitted to obtain federal or state financial aid from both institutions.
- By completing the Sending Institution section of this agreement, the Sending Institution agrees not to process any federal or state financial aid for you as a guest student. If this agreement is violated, your federal and state financial aid awards may be revoked by one or both institutions. It is your responsibility to ensure that you are only receiving state or federal aid from Herzing University.
- You may be required to pay the Sending Institution prior to financial aid being released to you from Herzing University. If you do not pay for the class listed on the agreement and you are cancelled from your class due to non-payment, the consortium agreement is voided. If you still wish to receive aid via dual-enrollment, you must re-register and submit a new consortium agreement form.

- If all sections of the consortium agreement are not submitted with the appropriate certification and signatures, your consortium agreement will be incomplete, which will delay the processing of your financial aid award. If your consortium agreement form is received after the deadline for the semester, your financial aid will be delayed. No special exceptions will be made to the standard processing of funds for any student due to failure to submit required documentation on time.

By signing below, you agree to the following terms:

- I have submitted a signed a Financial Aid Consortium Agreement Policy (above).
- I will maintain Satisfactory Academic Progress (SAP) as defined in the Herzing University Undergraduate Catalog: <https://www.herzing.edu/files/herzing-university-undergraduate-catalog.pdf>.
- I will only request aid to be processed for the courses at Herzing University and the Sending Institution which are transferable to complete one (or more) of my degree requirements as certified by the Herzing University Registration Department.
- I will notify Herzing University's Educational Funding Department and the Office of Financial Aid at the Sending Institution if I do not begin attendance in the courses approved under this agreement, if I drop any or all classes listed on the agreement, or if I change/add enrollment that includes classes that are not listed on the agreement.
- Financial aid will be disbursed to my student account, and thus applied first to the balance at, Herzing University. Any excess financial aid will be released to me in accordance with Herzing University policy. I understand that if I change enrollment after financial aid has been disbursed to my student account and/or I change enrollment after the start of the semester at Herzing University, my refund may not be released to me until my account has been reviewed by the Student Accounts Department.
- Herzing University will not remit payment to the Sending Institution. It is my responsibility to pay the Sending Institution or set up payment arrangements for any balance owed (if permitted) by the Sending institution's Bursar's Office.
- I understand that Herzing University will not release funds to me before Herzing University's charges are paid, and will not disburse funds prior to the start of the semester, regardless of the payment deadline at the Sending Institution.
- Textbook expenses from the Sending Institution are my responsibility.
- I agree to authorize my Sending Institution to release any enrollment, academic and tuition related information to Herzing University.
- I agree to provide Herzing University with an official academic transcript upon completion of the consortium agreement reflecting a completed grade for the class(es) listed on the agreement within 14 days of the semester end date. I also understand that a hold will be placed on my record if I do not submit the transcript by this date, which will cause a delay in the disbursement of my financial aid for the next semester until the transcript has been received and the hold is removed.

Student Name (Printed): _____

Student Signature: _____ Date: _____

Sending Institution Financial Aid Consortium Form

(To be completed by a Financial Aid Administrator at the Sending Institution)

Will the above student receive financial aid at your institution for the semester identified above in this agreement?

(Please check the appropriate box below.)

Yes

No

If yes, please list the type and the amount:

Type	Amount

List the total number of credit hours the student is enrolled for the term listed:	
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The student's enrollment period is from:		to	
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Under this consortium agreement and upon completion of this form, the Sending institution will:

- Provide institution-specific consumer information to the student.
- Provide Herzing University with documentation of the student's enrollment at your institution.
- Notify Herzing University if the student fails to enroll, drops, or withdraws from any or all courses at your institution.
- NOT process any state or federal financial aid for the consortium semester.

Sending Institution Financial
Aid Authorizing Signature: _____

Printed Name and Title: _____ Email Address: _____

Date _____ Telephone Number: _____

Upon completion, please submit this form electronically along with any required attachments to:

Herzing University
Degree Up
degreeup@herzing.edu