

Financial Aid Consortium Agreement

In order to receive federal and state financial aid, a student must be accepted into a degree program at an approved school. Under a consortium agreement, students who are matriculated at Lock Haven University (“home school”) may take courses at another institution, and have these courses count toward their degree at the home school, as well as have their financial aid processed for these courses through the home school

The first step a student must complete if s/he is planning on taking a course at another institution is to submit a Transfer Credit Approval Form to the LHU Registrar’s Office. The approval of this form means that LHU will accept the credits from the other institution towards the student’s degree at LHU. This form must be submitted even if a student is not requesting financial aid to be processed for this course.

If a student is taking an additional course(s) at an institution other than Lock Haven University **and** is requesting financial aid to be processed for this course(s), s/he must request a financial aid consortium agreement through the Financial Aid Office. A financial aid consortium agreement can be processed for the fall, spring, and/or summer semesters. **A separate agreement must be requested** for each institution a student will be attending, as well as each session the student will be taking classes at the other institution.

It is the student’s responsibility to request the financial aid consortium through Financial Aid and to provide all required information. **The following information must be provided to Financial Aid** to have the financial aid consortium agreement processed:

- A copy of the **fully approved** transfer credit approval form from LHU’s Registrar’s Office. **Please Note:** A copy of what the student originally submitted to the Registrar’s Office will not suffice.
- The name of the other institution (“host school”) the student will attend
- The name, telephone number, and fax number of a contact person at the other institution where SFS is to send the financial aid consortium agreement.

Please Note: Financial Aid will not process the agreement unless and until all of the above information is submitted. **It is strongly recommended that students provide the above information to Financial Aid at least Financial Aid 6 weeks prior to enrolling at the host school.**

Once all of the appropriate information is submitted, FINANCIAL AID will request information from the other institution verifying the student's enrollment status for the time period covered by the agreement. By signing the agreement, the host school also agrees to notify LHU if the student withdraws or drops classes from his/her schedule. The host school must also notify LHU if it makes available any resources to the student or becomes aware of any resources being made available to the student from outside resources.

Although the agreement requires the host school to notify LHU if there is a change in the student's enrollment, **the student must also notify Financial Aid immediately if s/he makes any changes to his/her schedule at the host school.**

The sole purpose of the financial aid consortium agreement is to allow the home school to process a student's financial aid for courses being taken at another institution. **LHU will issue financial aid refunds directly to the student, not to the host school.** The student is responsible for making all payments and/or payment arrangements with the host school, and for arranging for credits to be transferred back to LHU.

Additional questions or concerns regarding this content can be forwarded to
The Financial Aid Office 118 Russell Hall—phone: 570-484-2344—email: finaid@lhup.edu