

## 2019-2020 CONSORTIUM AGREEMENT FORM

<b>Last Name</b>	<b>First Name</b>	<b>LACCD Student ID Number</b>
Between: <b>Primary College</b>	And: <b>Secondary College</b>	
<b>Los Angeles City College</b> 855 North Vermont Ave Los Angeles CA 90029 323 953 4000 ext. 2025	_____	_____
	_____	_____

### SECTION 1: STUDENT

THE COURSE(S) WILL BE TAKEN DURING (select one):  Summer  Fall/Winter  Spring Year \_\_\_\_\_

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. **Submit completed Consortium Agreement to LACC Financial Aid Office no later than the last day of the semester listed on Section 1. The form will not be accepted without proof of enrollment at secondary college.**

\_\_\_\_\_  
**Student Signature** \_\_\_\_\_  
**Date**

### SECTION 2: LOS ANGELES CITY COLLEGE ACADEMIC COUNSELOR

Make an appointment with your LACC Academic Counselor to complete this section.

Secondary College Course Name/Number	Descriptive Title	Units	LACC 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 City College.

\_\_\_\_\_  
 Los Angeles City College Academic Counselor's Signature Name (Please Print) Date

### SUBMIT FORM TO SECONDARY COLLEGE FOR COMPLETION OF SECTION 3

#### 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

**SECTION 4: PRIMARY COLLEGE**  Approved  Denied: \_\_\_\_\_

\_\_\_\_\_  
 LOS ANGELES CITY COLLEGE FAA Signature Date

## INSTRUCTIONS

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 City 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 LACC, the course must be able to be credited toward your degree, certificate or transfer objective at LACC.

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 LACC Admissions and Records Office within 30 days after your grades are posted. Financial aid for future semesters at LACC 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 LACC.

### 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.**
- **Section 2.** Make an appointment with your LACC Academic Counselor for completion of the *Los Angeles City College Academic Counselor's Section*.
- **Section 3.** Take the Consortium Agreement (with *Student's Section* and *Los Angeles City College Academic 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 City College (*Student's Section*, *Los Angeles City College Academic 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. In order to receive this disbursement, you will be required to present proof of current enrollment for the units at your secondary college. 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 LACC Financial Aid Office, and send your official transcripts to the LACC Admissions and Records Office. Once the transcripts are received the financial aid office at LACC will process the disbursement for the units approved at your secondary institution.
- **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 LACC Financial Aid Office prior to the last day of the semester listed in the *Student's Section* of the form.**

### Definition of Terms

*Primary College:* Los Angeles City 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 LACC program requirements but are not available at LACC 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.