



THE CATHOLIC UNIVERSITY OF AMERICA
Columbus School of Law

CONSORTIUM AGREEMENTS

READ THIS IF YOU PLAN ON TAKING COURSES AT ANOTHER SCHOOL

For various reasons, CUA students sometimes wish to take courses at another school to apply towards their degree at The Columbus School of Law of The Catholic University of America. In order to process financial aid at CUA for classes taken at another school, a **consortium agreement** must be completed. A consortium agreement is a contract between two schools certifying that only one school will provide aid for the student.

The following rules apply to consortium agreements at The Columbus School of Law - CUA.

1. You may not receive financial aid at two separate schools at the same time.
2. The **Home School** is The Columbus School of Law of The Catholic University of America. The **Host School** is the institution that you are visiting.
3. All required documentation must be received by the Office of Financial Aid before aid can be processed for study at another school. Please note that because additional paperwork is required to process aid through a consortium, it will take longer than if you were receiving aid for classes taken at CUA.
4. CUA will charge a \$250 Visiting Away Fee during your semester(s) away.
5. CUA is not responsible for paying the host institution. All financial aid will be disbursed to CUA. Students are expected to pay their tuition charges at the host school out of the refund they receive from CUA.
6. You must sign up for *CardinalPay's* Direct Deposit. Instructions are online at <http://treasurer.cua.edu/controller/sa/CardinalPay/StudentRefund.cfm>. This allows a student to have their refund electronically deposited into their personal bank account, instead of having to pick up a paper check at CUA.
7. Please submit the attached Consortium Agreement Request as soon as possible to the Office of Financial Aid with all supporting documentation.

If you have any questions regarding these requirements, please contact the Office of Financial Aid at 202-319-5143 or fin-aid@law.edu. You may also fax the consortium request to 202-319-4462.



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CONSORTIUM AGREEMENT REQUEST FORM

Personal Information

Name: _____ Student ID: _____
Mailing Address: _____ Telephone #: _____
_____ Email Address: _____
_____ Semester(s) for Request: _____

Best way to contact you while visiting away: _____

Host School Information

Name of Institution: _____
Fin Aid Office Address: _____ Telephone #: _____
_____ Fax #: _____
_____ Website: _____

Enrollment Information

You must provide our office with the following information:

- Verification of approval to visit away from The Columbus School of Law Administrator.
- A copy of your acceptance letter to the host school that you will be visiting.
- Number of credits will you be enrolling in: _____ (circle one) Full-time Part-time

I have read and understand all of the requirements and conditions for this consortium agreement.

I acknowledge and accept that the university will charge a 'Visiting Away Fee' of \$250/semester during my semester(s) away, no financial aid will be processed until I have been accepted and approved by both schools, and I will NOT be eligible to receive Institutional Scholarships or Grants during the semester(s) I am visiting away.

Signature _____ Date: _____

--- Office Use Only ---		
Rec'd Date: _____	CUA Approval Ltr: Y N	Fin Aid Req: _____
Consort Faxed: _____	Host Approval Ltr: Y N	Loan Cert Rec'd: _____