

2011-2012 Consortium Agreement
between

Berklee College of Music and _____
host school

Berklee College of Music and the host institution listed above are hereby entering into a consortium agreement.

Section One: To be completed by the student and forwarded to the Office of Financial Aid at the Host School	
Student Name:	Social Security Number:
Telephone Number:	E-Mail Address:
Permanent Address:	Local Address:
Consortium Period: <input type="checkbox"/> Summer 2011 <input type="checkbox"/> Fall 2011 <input type="checkbox"/> Spring 2012	
Under this consortium agreement, the student will: <ol style="list-style-type: none"> 1. Be enrolled in a degree or diploma program at Berklee College of Music. 2. Maintain satisfactory academic progress. 3. Take courses at the Host School that are transferable to the student's Berklee degree or diploma program as certified by the Office of the Registrar at Berklee College of Music. 4. Notify the Berklee College of Music Office of Financial Aid if he or she does not begin attendance in the courses covered by this consortium agreement. 5. Immediately inform Berklee College of Music and the Host School of any change in enrollment status, including withdrawing from any courses. 6. File a FAFSA and complete the required financial aid process prior to all applicable deadlines. 7. Provide a "Transfer Course Prior Authorization" Letter (issued by the Transfer Credit Coordinator in the Office of the Registrar) to the Office of Financial Aid at Berklee College of Music by the end of the Add/Drop Period. 8. Verify that the Office of Financial Aid at Berklee College of Music has received this completed document on file by the end of the Add/Drop Period. 9. Pay tuition, fees, and other expenses as charged by Berklee College of Music AND the Host School. 10. Provide the Office of the Registrar at Berklee College of Music with an official transcript from the Host School for the courses taken during the consortium period. 	
Student Signature:	Date

Section Two: To be completed by the Host School's Office of Financial Aid and forwarded to the Office of Financial Aid at Berklee College of Music

Will the student receive non-Title IV funding at your institution?

Type and amount of funding from Host School:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Under this consortium agreement, the Host School:

1. Agrees not to award any Title IV aid to the student during the consortium period.
2. Will make available applicable student consumer information required under Title IV.
3. Agrees to notify Berklee College of Music if the student fails to enroll in, or withdraw from, the Host School.

Signature of Certified Official from Host School Office of Financial Aid:

Printed Name:

Date:

E-Mail Address:

Telephone:

**Please forward this document to: Office of Financial Aid
Berklee College of Music
1140 Boylston Street
Boston, MA 02215**

Section Three: To be completed by the Office of Financial Aid at Berklee College of Music

Charges to Berklee College of Music during the consortium period:

Tuition: \$ _____ Fees: \$ _____ Room and Board: \$ _____ Other: \$ _____

Credit load at the end of Add/Drop*: 12+ credits 9-11 credits 6-8 credits <6 credits

Under this Consortium Agreement, Berklee College of Music:

1. Agrees to process the student's Title IV financial aid application and provide payment of Title IV funds (if eligible) as appropriate for the consortium period.
2. Will make available applicable student information required under Title IV.
3. Will verify with the Office of the Registrar that courses taken at Host School are transferable to Berklee College of Music.
4. Certifies that the student is making satisfactory academic progress toward completion of his or her degree or diploma at Berklee College of Music.
5. Will calculate returns of Title IV funds, when appropriate.
6. Will maintain Title IV recordkeeping and reporting requirements.
7. Agrees to notify Office of the Registrar at Berklee College of Music with student's total registered credits at Host School and Berklee College of Music for NSLDS reporting purposes.

Signature of Certified Official from Berklee College of Music Office of Financial Aid:

Printed Name:

Date:

**If student is enrolled for 0 credits at Berklee, notify the Returning and Special Student Coordinator in the Office of the Registrar*

2011-2012 Consortium Agreement Checklist
to be returned to the Office of Financial Aid at Berklee College of Music

By signing below, I acknowledge that before my Consortium Agreement can be considered, I must sign **AND** return this copy of the checklist to the Office of Financial Aid at Berklee College of Music for **EACH** semester I am concurrently enrolled at Berklee and another institution.

Student Name: _____ Berklee ID: _____

Student Signature: _____ Date: _____

Semester to be registered concurrently at Berklee College of Music and Host School:

Summer 2011

Fall 2011

Spring 2012

Number of credits being taken at Berklee College of Music: _____

Number of credits being taken at Host School: _____

Policy for receiving financial aid through Berklee College of Music for a consortium period:

The attached Consortium Agreement is a contract stating that a Berklee student's cross-registration enrollment status may be considered for aid eligibility. This aid is to be processed solely by the student's home institution: Berklee College of Music.

- o Berklee students must be concurrently registered at Berklee in order to receive aid consideration for courses taken at a Host School.
- o Courses taken at the Host School must be approved for Berklee transfer credit prior to submitting this agreement.
- o Courses taken at the Host School must be financed in accordance with the Host School's policies.
- o If applicable, approval for part-time enrollment status at Berklee must be requested through Berklee's Counseling and Advising Center.
- o Berklee's Office of Financial Aid must review the Cost of Attendance (COA) per the cost information provided on the Consortium Agreement by the Host School **AND** the COA for Berklee enrollment to ensure that aid processed does not exceed the student's total COA for the consortium period.
- o All financial aid will be applied to the student account with Berklee's Office of the Bursar. Refunds of aid in excess of Berklee charges will be processed in accordance with Office of the Bursar policies.

Consortium Checklist (to be completed prior to the end of Berklee's Add/Drop period):

- o Student must deliver to their financial aid advisor a **Transfer Course Prior Authorization**. The Transfer Credit Coordinator in Berklee's Office of the Registrar will provide you with this authorization letter.
- o Student must deliver to their financial aid advisor **a letter certifying their registration at the Host School**.
- o Student must confirm that the attached **Consortium Agreement** was completed by the Host School and received by the Office of Financial Aid at Berklee College of Music.
- o Student must address any other requests made by the Office of Financial Aid at either institution.

You should retain a copy of this checklist for your records.