

**2018 - 2019 Consortium Agreement between Berklee Online and \_\_\_\_\_**  
 (Host school)

Berklee Online 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"/> Fall 2018 <input type="checkbox"/> Winter 2019 <input type="checkbox"/> Spring 2019 <input type="checkbox"/> Summer 2019	
Under this consortium agreement, the student will: <ol style="list-style-type: none"> <li>1. Be enrolled in a degree program at Berklee Online.</li> <li>2. Maintain satisfactory academic progress.</li> <li>3. Take courses at the Host School that are transferable to the student's Berklee degree or diploma program as certified by the Transfer Team at Berklee Online.</li> <li>4. Notify the Berklee Office of Student Financial Services if he or she does not begin attendance in the courses covered by this consortium agreement.</li> <li>5. Immediately inform Berklee and the Host School of any change in enrollment status, including withdrawing from any courses.</li> <li>6. File a FAFSA and complete the required financial aid process prior to all applicable deadlines.</li> <li>7. Provide a "Transfer Course Prior Authorization" Letter (issued by the Transfer Team) to the Office of Student Financial Services at Berklee by the end of the Add/Drop Period.</li> <li>8. Verify that the Office of Student Financial Services at Berklee has received this completed document on file by the end of the Add/Drop Period.</li> <li>9. Pay tuition, fees, and other expenses as charged by Berklee AND the Host School.</li> <li>10. Provide the Transfer Team at Berklee Online with an official transcript from the Host School for the courses taken during the consortium period.</li> </ol>	
<b>Student's Signature:</b>	<b>Date:</b>

Section Two: To be completed by the Host School's Office of Financial Aid and forwarded to the Office of Student Financial Services at Berklee College of Music	
Will the student receive non-Title IV funding at your institution?	Yes      No
Source and amount of funds: _____	
Cost of Attendance:	
Tuition      \$ _____	Books and Supplies      \$ _____
Fees      \$ _____	Other      \$ _____
Under this consortium agreement, the Host School:	
<ol style="list-style-type: none"> <li>1. Agrees not to award any Title IV aid to the student during the consortium period.</li> <li>2. Will make available applicable student consumer information required under Title IV.</li> <li>3. Agrees to notify Berklee if the student fails to enroll in, or withdraw from, the Host School.</li> </ol>	
Signature of Certified Official from Host School Office of Financial Aid:	
Printed Name:	Date:
E-Mail Address:	Telephone:
<b>Please forward this document to: Berklee College of Music Office of Student Financial Services</b>	

Section Three: To be completed by the Office of Student Financial Services at Berklee College of Music	
Under this Consortium Agreement, Berklee College of Music:	
<ol style="list-style-type: none"> <li>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.</li> <li>2. Will make available applicable student information required under Title IV.</li> <li>3. Will verify with the Transfer Team that courses taken at Host School are transferable to Berklee Online.</li> <li>4. Certifies that the student is making satisfactory academic progress toward completion of his or her degree or diploma at Berklee.</li> <li>5. Will calculate returns of Title IV funds, when appropriate.</li> <li>6. Will maintain Title IV recordkeeping and reporting requirements.</li> <li>7. Agrees to notify Transfer Team at Berklee Online with student's total registered credits at Host School and Berklee for NSLDS reporting purposes.</li> </ol>	
Signature of Certified Official from Berklee Office of Student Financial Services:	
Printed Name:	Date:
<i>*If student is enrolled for 0 credits at Berklee, notify the Returning and Special Student Coordinator in the Office of the Registrar</i>	

**2018 -2019 Consortium Agreement Checklist**  
**To be returned to the Office of Student Financial Services 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 Student Financial Services at Berklee for **EACH** semester I am concurrently enrolled at Berklee and another institution or enrolled exclusively at a host institution.

Student Name: \_\_\_\_\_

Berklee ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Semester of Consortium Agreement between Berklee and Host School:**

- Fall 2018                       Winter 2019                       Spring 2019                       Summer 2019

Number of credits being taken at Berklee: \_\_\_\_\_

Number of credits being taken at Host School: \_\_\_\_\_

**Policy for receiving financial aid through Berklee for a consortium period:**

The attached Consortium Agreement is a contract stating that a Berklee student's cross-registration or semester enrollment exclusively at a host institution may be considered for aid eligibility. This aid is to be processed solely by the student's home institution, Berklee Online.

- Courses taken at the Host School must be approved for Berklee transfer credit prior to submitting this agreement.
- Courses taken at the Host School must be financed in accordance with the Host School's policies.
- If applicable, approval for part-time enrollment status at Berklee must be requested through Berklee's Counseling and Advising Center.
- Berklee's Office of Student Financial Services 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.
- All financial aid will be applied to the student account with Berklee's Office of Finance. Refunds of aid in excess of Berklee charges will be processed in accordance with Office of Finance policies.

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

- Student must deliver to their financial aid advisor a Transfer Course Prior Authorization. The Transfer Team in Berklee Online Office of the Registrar will provide you with this authorization letter.
- Student must deliver to their financial aid advisor a letter certifying their registration at the Host School.
- Student must confirm that the attached Consortium Agreement was completed by the Host School and received by the Office of Student Financial Services at Berklee.
- 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.***