



Financial Aid, Scholarships, Veterans and Foster Youth Programs
Phone: (818) 719-6428 - FAX: (818)704-8221

FINANCIAL AID CONSORTIUM AGREEMENT

Last Name First Name Student ID Number
BETWEEN: PRIMARY COLLEGE AND: SECONDARY COLLEGE
Los Angeles Pierce College
6201 Winnetka Avenue
Woodland Hills, CA 91371
818-719-6428
Phone ()

SECTION 1: STUDENT

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

I certify that it is my responsibility to: 1) provide verification of enrollment and grades for the courses listed below, 2) provide current proof of enrollment before the second disbursement of the semester, 3) provide any other required documentation to either or both the primary and secondary college, and 4) to maintain satisfactory academic progress at both colleges.

Student's Signature Date

MAKE AN APPOINTMENT WITH YOUR PIERCE COLLEGE ACADEMIC COUNSELOR FOR COMPLETION OF SECTION 2

SECTION 2: PIERCE COLLEGE ACADEMIC COUNSELOR

I certify that all the courses listed below being taken at the secondary college meet a certificate, degree or transfer program requirement for the student's educational objective at Pierce College.

Table with 4 columns: Secondary College Course Name/Number, Descriptive Title, Units, Pierce College course or GE AREA equivalent

Major: Educational Objective: AA/AS Degree Certificate Transfer

Pierce College Academic Counselor's Printed Name Signature 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

SUBMIT COMPLETED CONSORTIUM AGREEMENT TO PIERCE COLLEGE FINANCIAL AID OFFICE. THE FORM WILL NOT BE ACCEPTED WITHOUT PROOF OF ENROLLMENT AT SECONDARY COLLEGE

SECTION 4: PRIMARY COLLEGE

Approved Denied

PIERCE COLLEGE FAA Signature Date

INSTRUCTIONS FOR FINANCIAL AID CONSORTIUM AGREEMENT

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 Pierce College** (the *primary college*) may be able to take those classes at another college (the *secondary college*) and request that those units be counted toward 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 Pierce College, the course must be able to be credited toward your degree, certificate or transfer objective at Pierce College.

At the end of the semester, an **official academic transcript** from the secondary institution must be submitted to the Pierce College Admissions & Records Office. Financial aid for future semesters at Pierce College will not be disbursed until the official transcript has been received and recorded by Pierce College Admissions & Records Office. Academic transcripts from the secondary institution will be evaluated. You must successfully complete all of the courses approved on your Consortium Agreement to remain eligible for student financial aid. Satisfactory Academic Progress standards will apply to courses taken under a consortium agreement and all of the units attempted inside and outside of the LACCD will be included when calculating your academic progress standing for future financial aid.

Pierce College Financial Aid Office retains the right to deny Consortium Agreement requests due to multiple consecutive requests, lack of academic progress, enrollment that does not comport to the student's minimum requirements for their stated academic program, or other reasons.

PROCESS

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 1]
2. Make an appointment with your Pierce College Academic Counselor for completion of the *Pierce College Academic Counselor's Section*. [SECTION 2]
3. Take the Consortium Agreement (with *Student's Section* and *Pierce College Academic Counselor's Section* completed) to the Financial Aid Office at the secondary college for completion of the *Secondary College's Section*. [SECTION 3]
4. Submit the Consortium Agreement to the Financial Aid Office at Pierce College (*Student's Section*, *Pierce 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.
5. If your Consortium Agreement is approved, your financial aid disbursements at Pierce College will be based on your combined Pierce College, secondary college, and other allowable LACCD (i.e., the other colleges in our District) units. Generally, Pierce College disburses financial aid in two payments during a regular semester, with the first 50% disbursed at the start of the semester, and the second 50% disbursed shortly after the mid-point of the semester. You must be enrolled in at least one (1) approved unit at Pierce College to be eligible for financial aid disbursement.
6. **Before the second disbursement of the semester, you will need to provide current proof of enrollment from your secondary college. An email reminder will be sent to you specifying when to obtain and submit this proof of enrollment. Without this proof of enrollment, your second disbursement will not be calculated using your units at the secondary college.**
7. After the semester ends at your secondary college, you will need to submit an official academic transcript be sent to Pierce College Admissions & Records Office. Financial aid for future semesters at Pierce College will not be disbursed until the official transcripts has been accepted and recorded by Admissions & Records Office as we must count all units attempted inside and outside of the LACCD when calculating your academic progress standing for financial aid.
8. 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 Pierce College Financial Aid Office by the published deadline for the semester. Check the financial aid website for deadlines.

TERMS

Primary College: (Pierce 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 Pierce College program requirements but are not available at Pierce College 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.