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310 Marlboro Street, Keene, NH 03431
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Financial Aid Procedures For Courses at Other Institutions (Consortium Agreement)

You must be a matriculated student receiving financial aid to complete a Consortium Agreement. A *Consortium Agreement* serves two purposes. The first being the course(s) are approved as part of your program and meets graduation requirements. Secondly, it lets the host institution know you have financial aid to cover the cost of the class(s).

Please note: early submission of a Consortium Agreement increases your chances of enrollment into the course(s). Approval of a Consortium Agreement is **not** a guarantee you will be enrolled into that course(s); that decision is contingent upon the host campus.

Instructions for completing the Consortium Agreement:

1. Complete the Consortium Agreement(s), list the course number(s), title(s), credits and cost(s).
2. It is the **STUDENT'S RESPONSIBILITY** to obtain signatures from your Program Director/Advisor for approval that the class is part of your program and graduation requirement. The VP of Academic Affairs, Andrea Gordon, Room 254, signature is also required.
3. Once all signatures have been obtained, give the Agreement form to the Financial Aid Office. {They will review/approve it, should the student have aid to cover the course(s).} Also, include a copy of the completed Host Institution's "Registration" form to be included with this fax.
4. The Financial Aid Office will fax the form(s) to the Host Institution(s).
5. **After a 48-hour time period the student will need to contact the Host Institution to verify they have received your Consortium Agreement(s) and are registered for the class(s).**
6. The Business Office will directly pay the Host Institution(s) upon disbursement of aid.

NOTE: *If a student is taking an Online class through a Host Institution, the Online Registration form is located at: <http://www.ccsnh.edu/distancelearning/> select "Enroll", then select either "Open" or "Save" and complete the Online Registration form. This form needs to be attached to the Consortium Agreement. Financial Aid will fax the Registration form along with the Consortium Agreement to the host campus. Host Campuses are listed below:*

White Mountains CC

P#: 603.752.1113, x3041
800.445.4525
Fax: 603.752.6335
www.wmcc.edu

Lakes Region CC

P#: 603.524.3207, x765
800.357.2922
Fax: 603.524.8084
www.lrcc.edu

Manchester CC

P#: 603.668.6706, x352
800.924.3445
Fax: 603.668.3061
www.manchestercommunitycollege.edu/

Nashua CC

P#: 603.882.6923, x1579
Fax: 603.882.8690
www.nashuacc.edu

Great Bay CC

P#: 603.427.7610
800.522.1194
Fax: 603.334.6306
www.greatbay.edu

NHTI-Concord's CC

P#: 603.271.7135
800.247.0179
Fax: 603.223-0785
www.nhti.edu