2019-2020 Consortium Agreement for Undergraduates

Submit completed form to One Stop Enrollment Center for processing

This form will not be accepted until after the Census Date of host school.

<table>
<thead>
<tr>
<th>Last Day for Fall Submission</th>
<th>Last Day for Spring Submission</th>
<th>Last Day for Summer Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 30</td>
<td>April 1</td>
<td>July 29</td>
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</table>

Deadlines that fall on a weekend are extended to the following business day.

Consortium Agreements allow students to take courses at another school (host school) that are transferable to their degree program at UTSA. Please read the following important information regarding Consortium Agreements:

- Student must enroll and remain enrolled at least half-time at UTSA (6 credits) in courses approved by their academic advisor (STEP 4)
- Hours enrolled at host school cannot be greater than hours enrolled at UTSA
- Student must be enrolled in a degree-seeking program at UTSA
- Satisfactory Academic Progress (SAP) as specified by UTSA must be maintained
- Student is responsible for paying all tuition and fees at the host school; UTSA DOES NOT pay the host school directly
- Student cannot receive financial aid at the host school
- Transcripts from the host school must be submitted to UTSA at the end of the semester of the host school
- Student must notify our office of any dropped courses at the host school
- Withdrawing from courses at UTSA or host school will result in the cancellation of all or part of the student's financial aid
- Requests for additional loan funds based on total enrollment may require you to submit a Loan Change Request Form

STEP 1: Please submit host school information

Name of Host School you plan to attend:

Point of contact from Host School (NAME):

Contact Phone Number: ____________________________ Contact Fax Number: ____________________________

STEP 2: Submit Verification of Enrollment from Host School

- Verification of enrollment must be dated after the Census date for the courses in which you are enrolled.
- The courses listed should match those your UTSA advisor certifies below.

STEP 3: Student Certification Statement

- I understand the procedures as detailed above and that the form will not be processed until after the Census date at UTSA.
- I understand my financial aid will not disburse until after the Census date of the classes at the host school.

Telephone Number: ____________________________ Student Email: ____________________________

Student Signature: ____________________________ Date: ____________________________

With a few exceptions, you are entitled on your request to be informed about the information UTSA collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that UTSA collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

CONTINUED ON NEXT PAGE FOR UTSA ACADEMIC ADVISOR CERTIFICATION
STEP 4: UTSA Academic Advisor Certification

Term the student is seeking a consortium agreement:

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
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Reason the course must be taken at host school:

Advisor Certification and Signature

- I certify that the classes stated above are needed for the student's degree program at UTSA. These classes either are not being offered here at UTSA or are offered but are conflicting with the student's current schedule.

Print Name: ___________________________ Phone or Email: ___________________________

Academic Advisor Signature: ___________________________ Date: ___________________________

*************** STOP HERE AND SUBMIT FORM TO One Stop Enrollment Center ***************

Office Use Only

Information to be completed by host school at the request of UTSA

Did the student receive financial aid at your institution? (yes or no) ____________ If yes, STOP and do not complete

Complete Table 1

<table>
<thead>
<tr>
<th>Dates of Enrollment for this Agreement</th>
<th>Number of Weeks of Instructional Time</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Complete Table 2

<table>
<thead>
<tr>
<th>Tuition and Fees per Credit Hour</th>
<th>Books and Supplies per Credit Hour</th>
<th>Room and Board</th>
<th>Personal Expenses</th>
<th>Child Care</th>
<th>Total</th>
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Will Financial Aid and Enrollment Services at UTSA be notified by you (host school) if the student withdraws from any of these courses taken under this agreement? ☐ Yes ☐ No

Authorized Financial Aid Representative Signature: ___________________________

Print Name: ___________________________ Title: ___________________________

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