

2023-2024 Consortium Agreement for Undergraduates

Directions: Submit completed form to One Stop Enrollment Center for processing. **This form will not be accepted until after the Census Date of host school.**

How to Submit Form: Submit completed form to One Stop Enrollment Center for processing. Upload through the [Document Uploader](#), mail to University of Texas at San Antonio, **One Stop Enrollment Center**, One UTSA Circle, San Antonio TX 78249 or drop off in person at the UTSA One Stop office.

- **Fields to select on the Document Uploader:** Department: *Financial Aid & Scholarships*; Term: *2023-2024*; Category: *Attendance/Enrollment Form*; Category 2: *Consortium Agreement*; Document: *onsortium Agreement for Undergraduates*

Submission Deadlines: Fall: November 30 Spring: April 5 Summer: July 28

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
- Forms completed incorrectly will result in a delay of processing of financial aid
- Processing of this form will not begin until after Census Date of the host school as enrollment must first be verified
- Requests for additional loan funds based on total enrollment may require you to submit a Loan Change Request Form

STEP 1: HOST SCHOOL INFORMATION

Host School you plan to attend: _____

Name of Point Contact from Host School: _____

Contact Phone: _____ Contact Fax: _____

STEP 2: VERIFICATION

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.*

UTSA OFFICE USE ONLY:

RRAAREQ Code: CONFL1 VOEFL1 CONSP1, VOESP1, CONSU1, VOESU1

WebX Code: FA_CONSORT_AGREE_LTR

Form revised 8/17/23

Date: _____ Received By: _____ Processed By: _____

