

# 2024-2025 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: *2024-2025*; 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 3/13/24

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

**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.

Phone: \_\_\_\_\_ 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.

**STEP 4: UTSA ACADEMIC ADVISOR CERTIFICATION**

Term the student is seeking a consortium agreement: \_\_\_\_\_

<i>Course Name &amp; Number</i>		<i>Course Name &amp; Number</i>	
<i>Course Name &amp; Number</i>		<i>Course Name &amp; Number</i>	

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.

Name: \_\_\_\_\_ Phone or Email: \_\_\_\_\_

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

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Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_