

Consortium Agreement for Undergraduates 2025-2026

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

- Student must enroll and remain enrolled at least half-time at UT San Antonio (6 credits) in courses approved by their assigned academic advisor
- Hours enrolled at host school cannot be greater than hours enrolled at UT San Antonio
- Student must be enrolled in a degree-seeking program at UT San Antonio
- Satisfactory Academic Progress (SAP) as specified by UT San Antonio must be maintained
- Student is responsible for paying all tuition and fees at the host school; UT San Antonio 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 UT San Antonio 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 UT San Antonio 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

Submission Deadlines: **Fall:** November 28 **Spring:** April 3 **Summer:** July 24

This form will not be accepted until after the Census Date of host school. Deadlines that fall on a weekend are extended to the following business day.

Student Information

myUTSA ID: _____ First Name: _____ Last Name: _____

Host School Information

Complete the following information **and** submit a verification of enrollment from the Host School.

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

Host School you plan to attend: _____

Name of Point Contact from Host School: _____

Contact Phone: _____

Contact Fax: _____

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

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

Student Acknowledgement

Student Signature: _____ **Date:** _____

UT San Antonio Academic Advisor Certification

Bring this form to your UT San Antonio assigned academic advisor and have them complete this section.

Term the student is seeking a consortium agreement: _____

Course Name & Number: _____

Course Name & Number: _____

Course Name & Number: _____

Course Name & Number: _____

Reason the course must be taken at Host School: _____

Academic Advisor Acknowledgement

Your signature on this document confirms your acknowledgement of the following statements:

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

Advisor Name: _____ Advisor Signature: _____ Date: _____

Submit this Form

Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select "Financial Aid & Scholarships"
- **Term:** Select applicable aid year
- **Category:** Select "Attendance/Enrollment forms"
- **Category 2:** Select "Consortium Agreement"
- **Document:** Select "Consortium Agreement for Undergraduates"

Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

Disclaimer: With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio 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 UT 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 U.T. San Antonio 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.