

# Consortium Agreements for Minnesota State Schools Instructions

You will complete a MinnState Consortium Agreement if you are seeking a degree or certificate from NHCC and are requesting that coursework at another MinnState college (Host school) be included in determining your financial aid award from NHCC. You will need to meet with an NHCC Academic Advisor to get access to the actual form. Before completing the form, review your NHCC award letter. If you qualify for the maximum amount of aid using only your NHCC credits, it is not necessary to pursue a Consortium Agreement.

## Consortium Process

1. Meet with an NHCC academic advisor to confirm the course is a direct transfer equivalent to a course in your degree. Call 763-424-0703 to connect with your assigned advisor in the Advising Center. If you are registered with the TRIO program, call 763-424-0937 to make an appointment with your TRIO advisor.
2. Receive the link for the form, read the conditions, complete, sign, and submit using the information from the advisor.
3. Register for the class.
4. Notify your Host school that you will be getting your aid from NHCC.
5. It is your responsibility to make arrangements with the Host school to prevent being dropped for non-payment.

## Consortium Student Conditions

- Consortium Forms should be submitted as soon as you have registered for the class. Forms must be submitted before the class has ended.
- The student is responsible for making payment arrangements with the Host school.
- The student understands that the consortium course(s) will be included in measuring Satisfactory Academic Progress (SAP) at NHCC.
- The student will notify the Financial Aid Office at NHCC if they change their enrollment status at the Host college.
- The student will authorize the Host college to release my academic transcript and provide attendance information to NHCC

## Ineligible for Consortium Agreements

- Courses at the same time and delivery method as are available at NHCC
- Courses that are not a direct transfer equivalent
- Courses outside of the students declared major at NHCC
- General elective course