



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

**Office of Student Financial Aid & Scholarships**

One University Way  
San Antonio, Texas 78224  
Phone: (210)784-1300  
Fax: (210)784-1490

## **Consortium Agreement: Joint/Dual Enrollment Agreement**

Texas A&M University-San Antonio (A&M-SA)  
Student Rights and Responsibilities

Alamo Colleges (ACCD)  
Financial Aid Awarding & Disbursements

For the purpose of the Joint Enrollment Agreement, Texas A&M University-San Antonio is referred to as the Home Institution where the student is enrolled in a degree or certificate program and the Alamo Colleges are referred to as the Host Institution where the student is taking part the students program requirements through either a Joint/Dual Enrollment Agreement or contractual agreement.

**Step 1 –Student Information**

Last Name		First Name		M.I.	Student ID#
Street Address		City	State	ZIP	Date of Birth
Email Address			Phone#	Alternate Phone#	

**CONSORTIUM AGREEMENT DEADLINE: CENSUS DATE**  
**All Consortium Agreements must be submitted in person to the Office of Financial Aid.**  
**Submission of Consortium Agreements requires the following:**

1. Copy of Student Detail Schedule from Alamo Colleges
2. Meeting with A&M-SA Academic Advisor to confirm transfer credits are applicable to degree plan
3. Student thoroughly reviewing all responsibilities described above before submitting Consortium Agreement.
4. Meeting with A&M-SA Financial Aid Officer.

**TO BE COMPLETED BY STUDENT**

I will be enrolled in the following Alamo College:

Northeast Lakeview College    
  Palo Alto College    
  San Antonio College    
  Northwest Vista College    
  St. Philip's College

Please initial each of the statements below to confirm understanding.

- \_\_\_\_\_ I have made/will make payment arrangement for Alamo College classes. I understand that A&M-SA will not pay the Alamo Colleges for my classes.
- \_\_\_\_\_ I understand that I must be enrolled at least 6 credit hours at A&M-SA.
- \_\_\_\_\_ I understand that I cannot receive financial aid at both Alamo Colleges and A&M-SA.
- \_\_\_\_\_ I understand that Alamo College flex courses are not permitted for a Consortium Agreement.
- \_\_\_\_\_ I understand that if I change my Alamo College classes, I must notify the Office of Financial Aid and sign a new Consortium Agreement.
- \_\_\_\_\_ I understand that if I drop, fail, or earn an incomplete in Alamo Colleges or A&M-SA classes, my financial aid can be adjusted to reflect actual earned hours. I will be responsible for paying any balances in full-prior to receiving future financial aid.
- \_\_\_\_\_ I understand that my Academic Advisor is not responsible for explaining financial aid policies and procedures and cannot submit financial aid documents on my behalf.
- \_\_\_\_\_ I understand the Consortiums will be processed before the end of the term.

**TO BE COMPLETED BY A&M-SA ACADEMIC ADVISOR**

Please list each Alamo College course according to the student's Alamo College's Student Detail Schedule and confirm if the course is required for the student's A&M-SA's degree plan.

SUBJECT	COURSE NUMBER	COURSE TITLE	FLEX (Y/N)	REQUIRED FOR DEGREE (Y/N)

**Academic Advisor Certification Statement**

I certify that I have met with the student and that the classes listed above currently pertain to the student's degree plan at A&M-SA.

\_\_\_\_\_  
 Student ID                                      Advisor Name                                      Advisor's Signature  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date

**STUDENT RIGHTS & RESPONSIBILITIES**

**PRIOR TO ENTERING INTO CONSORTIUM AGREEMENT**

1. Alamo College's flex courses are not eligible for this agreement and will not be counted toward enrollment.
2. Student must enroll in courses at Alamo Colleges which are transferrable and apply to his/her degree program only at A&M-SA.
3. Student must be enrolled in a degree seeking program at A&M-SA.
4. Student must be making Satisfactory Academic Progress (SAP) as defined by A&M-SA's SAP Policy.
5. Student may not receive financial aid at Alamo Colleges.
6. Student must pay all tuition and fees at Alamo Colleges as defined by Alamo Colleges' payment deadline. A&M-SA does NOT pay Alamo College's tuition and fees.
7. Student must be enrolled in at least (6) credit hours at A&M-SA.

**DURING CONSORTIUM AGREEMENT PROCESSING**

1. If student withdrawals, he/she will fall under the A&M-SA policies and procedures for refunds and repayments.
2. Student who drops below six credit hours at the time of review will forfeit loan eligibility. Student is responsible for paying full balance in full prior to receiving future financial aid.
3. The Consortium Agreement will be processed after the 12<sup>th</sup> class day during long semesters and the 4<sup>th</sup> class day during summer sessions. **(Note: processing of the Consortiums will be done before the end of the semester).**
4. Funds remaining after A&M-SA tuition and fees have been paid will be disbursed to the student.

**POST CONSORTIUM AGREEMENT FUFILLMENT**

1. If the student receives F's, I's, W's, or any combination thereof at the end of the semester at the Alamo Colleges, their financial aid will be adjusted to reflect actual hours earned. The student is responsible for paying balances in-full prior to any future financial aid disbursing.
2. The student must submit **official transcripts** with semester grades from Alamo Colleges at the completion of the semester. Future consortium agreements will not be processed without prior semester grades.
3. A new Consortium Agreement must be completed for each semester.

Student's signature on this Rights and Responsibilities form is acknowledgement of the student responsibilities and authorizes release of academic information between A&M-SA and the Host Institution, Alamo College.

\_\_\_\_\_  
 Student Signature                                      Date