



Consortium Agreement Policy

Policy Number:

Owner Department: Financial Aid Office & Registrar's Office

Approved Date/Effective Date: 6/30/21

I. POLICY STATEMENT/PURPOSE

A consortium agreement is a contract between Southwest College of Naturopathic Medicine & Health Sciences (SCNM) and an enrolled, degree-seeking student that allows the student to enroll and earn credit at SCNM and at another eligible college or university simultaneously and receive Title IV aid. Under such an agreement, degree-seeking students enrolled at SCNM are able to receive federal financial aid funding for the total combined number of hours/credits for approved courses taken as non-degree seeking students at another "host" school and as degree-seeking students at SCNM, the "home" school.

II. POLICY STATUS

New

III. HISTORY/BACKGROUND (non-mandatory)

None

IV. DEFINITION(S)

Approved Courses – Courses taken by SCNM students at the "host" school previously approved by the SCNM academic office.

Home School – Refers to SCNM, the institution in which a student is formally enrolled as a degree candidate.

Host School – The institution that has agreed to receive students from SCNM, as an approved partner for a period of study on a non-degree basis.

Title IV Aid – Direct Stafford Loans and Direct PLUS loans offered by the U.S. Department of Education.

V. SCOPE/KEY STAKEHOLDERS

This policy applies to all students enrolled in SCNM academic programs that require course completion at partnered institutions. The SCNM academic office oversees and maintains details of qualifying courses and partner agreements.

VI. POLICY ITEMS

SCNM degree-seeking students, who are requesting financial aid through SCNM to enroll in coursework at another institution, must submit a Consortium Agreement request form to the Financial Aid Office. The Financial Aid Office will review the request under the following conditions:

- A. SCNM student is at least half-time enrollment status, in a degree-seeking program as defined by their program of study.



Consortium Agreement Policy

- B. The course taken at the "host" school is required for the student's degree completion at SCNM and is a course from the approved list of the SCNM academic office.
- C. Student will register for all coursework taken at 'host' institution through SCNM's registration process.
- D. In accordance with Title IV regulations, coursework taken at the "host" school may not overlap more than two weeks, when reviewing the end date of a prior term or a start date of the subsequent term at the "home" school.
- E. SCNM will work with 'host' institution to process registration information on both sides
- F. All coursework taken at "host" institution will appear as part of SCNM's transcript. The "host" institution will not have a transcript for SCNM students, as the approved courses will be for SCNM's registration and graduation requirements. The degree will only be awarded by the student's "home" school.
- G. The "home" school will be responsible for disbursing Title IV aid, monitoring student eligibility and returning funds in the event the student withdraws.
- H. The "home" school will monitor and collect the applicable tuition and fees for all required courses taken at the "home" and "host" institutions.
- I. In the event of a withdrawal from the course taken at the 'host' school, the student may be responsible for repayment of financial aid received.
- J. The "home" school will be responsible for monitoring and assessing Satisfactory Academic Progress (SAP) per SCNM's SAP policy.

VII. RESPONSIBILITY FOR IMPLEMENTATION

Financial Aid Office, Registrar's Office and academic office.

VIII. RELATED POLICIES (non-mandatory)

SCNM Satisfactory Academic Progress Policy
 SCNM Tuition and Fees Policy
 Title VI Policies

IX. RELATED DOCUMENTS (non-mandatory)

Consortium Agreement Request Form.

X. NEXT REVIEW DATE

As needed based on new partnerships.

XI. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council 6/30/21	6/30/21	New
2			



Consortium Agreement Policy

--	--	--	--

XII. POLICY AUTHOR/CONTACT

Ana Borjas, Financial Aid Office and Brian McCarthy, Registrar's Office.