



## How to Use Financial Aid at Two Campuses

What do I do if I am attending a college and receiving financial aid, but I have to take classes at another college? How do I transfer my financial aid to the other college?

Answer: While you cannot "transfer" your financial aid from one college to the other, you can enter into a Consortium Agreement that will allow you to take classes at another institution (host college) while attending and receiving aid from your home institution (the college you are receiving aid from). Please contact your home institution's financial aid office to see if you are eligible and any requirements that need to be met prior to entering the agreement. Also note, that you cannot receive financial aid from two different institutions at the same time and you will more than likely have to pay for your host institution's tuition due out of pocket as you await your financial aid disbursement from your home college.

### How Do I Request A Consortium?

1. The student and his or her academic advisor must agree that a consortium agreement is needed with another eligible institution in order for the student to be able to fulfill degree requirements otherwise not available through regularly scheduled WSU classes.
2. The Consortium Master Plan must be completed and returned by the student's academic advisor to the Office of Student Financial Aid and Scholarships.
3. The student's academic advisor must agree in writing to the following:
  - To verify each consortium course to be necessary and applicable to the student's degree or certificate at WSU, and are not offered through WSU.
  - To prepare and attach a Consortium Master Plan of courses needed for the degree program and certify that the courses are consortium-eligible.
4. The student must complete their section of the WSU Consortium Agreement and send it to the Host Institution's financial aid office for certification. The Host Institution must return the completed form to WSU before the deadline (three weeks after the beginning of the Host Institution's term).
5. The student must agree in writing to the following:
  - To provide WSU with a copy of grade transcripts. (If this documentation is not provided within 2 weeks of the end of the Host Institution's term, any further consortium funding will be held and satisfactory academic progress may be affected.)
  - To provide the WSU financial aid personnel with a copy of an official add, drop, or withdrawal slip for any adds, drops, or withdrawals from course(s) previously certified for the consortium agreement. Failure to do so will withhold future funding of consortium courses.
  - Courses being repeated for credit will be funded only if a letter grade of "F" was received during the first period of enrollment. If a letter grade of "D" or better was received during the first period of enrollment, funding for this course will be withheld.
  - Courses listed below the 100 level will not be funded unless those remedial courses are not available at the Home Institution and the student must complete them before taking required courses at the Home Institution. (For example: MATH91, MATH92, OR MATH99. Remedial courses will be funded or considered for one academic year.)
  - Consortium students are subject to the [Satisfactory Academic Progress](#) policy and Refund/Repayment policy information as published in the Student Handbook.
  - At least 6 credits of the total enrollment per semester must be WSU courses. Semester-based courses through the WSU Online Program will be included in the 6-credit requirement.



- Courses not applicable to the student's degree or certificate at WSU will not be funded. Consult the [Transfer Guide and Transfer Course Equivalency](#) web site for equivalencies and applicable academic year.
    - The student agrees to provide a copy of the Transfer Credit Approval Form signed by the appropriate WSU officials for courses not listed at this web site.
  - Funding may cover tuition and course-related fees. Tuition fees will reflect actual tuition costs of both WSU and the consortium school. The student, if awarded funds for consortium classes, must pay the Host Institution's tuition and fees from the WSU funds released to the student.
  - Certify that he or she are applying to receive financial aid only from WSU.
6. All parts of the request for a Consortium Agreement must be completed and submitted to WSU to later than the 3rd Friday of the Host Institution's term.

## Notes

- **Not all educational institutions are eligible to participate in a consortium agreement with Washington State University.**
- It is recommended that you discuss this issue with your academic advisor *at least one term in advance of the period you plan to enroll.*
- Consortium Agreements *are not automatically approved*; they must be reviewed on a case-by-case basis.
- Consortiums are not approved for summer term enrollment.

## Frequently Asked Questions (FAQs) About Consortiums

### Can I take a class at another institution even if Washington State University offers the class?

In some instances WSU students may wish to take their foreign language, math and lab sciences classes at another institution due to the difficulty of completing the course within the same term enrolled. This is the only exception to the consortium policy.

### What happens if I don't submit my grades after the class is completed?

If your grade is not submitted to the Office of Financial Aid and Scholarships (OFAS) at the end of the term, then you are ineligible for future consortiums agreements until the grade is submitted.

### What happens if I withdraw from my consortium class?

If you withdraw from your consortium class(es) twice, you are no longer eligible for future consortium agreements. If you fail to notify the OFAS of the withdrawal you are also ineligible for future consortium agreements.

### Are there any exceptions made to being enrolled at WSU for 6 credits before a student is allowed a consortium agreement?

Yes: on a case by case basis, exceptions have been made to the policy. (For example a student is graduating and only needs one class from WSU but still needs another class which isn't offered at that



campus.) Please see or speak with your urban campus student services representative, the WSU Online Program financial aid counselor, or a Pullman campus financial aid counselor.

**I plan on going home for the summer and want to take some classes from the local community college. Can I qualify for a consortium agreement?**

No. The OFAS does not process summer consortium agreements. Attending summer school is an option and funding is not provided for students who wish to take courses at the local community college.

**What if I need more assistance?**

Please contact our office at the information listed below. We're more than happy to assist you with any questions or concerns.

[Office of Financial Aid and Scholarships](#),  
PO Box 641068  
Washington State University  
Pullman WA 99164-106  
[509-335-9711, Contact Us](#)