

## What is a Consortium Agreement?

A student may receive federal financial aid from **only one school** during any given semester. If a student is enrolled at more than one school in the same semester, a Consortium Agreement may be used to combine enrollment when determining student aid eligibility at the home school.

If either school chooses not to enter into a Consortium Agreement, the student's aid eligibility will be based solely upon his/her enrollment at one school only. The SMCC Financial Aid Office and any other institution reserve the right to deny consortium agreement requests based on current policy. The Deadline to submit a Consortium Agreement Form will vary by semester. Please see the ***Financial Aid Important Dates link*** located on the [SMCC Financial Aid webpage](#).

### Steps to complete a Consortium Agreement:

**(STEP 1)** Decide which college you want to take the class at:

1. Go to [Find A Class](#)
2. Type in the class keywords (example CIS102DA).
3. See which college offers the class that will work best with your schedule.
4. Once you decide on the college, you will need to apply to that sister college (host school). (See next step.)

**(STEP 2)** Applying to the sister college:

1. Click [here](#) to be taken to the Maricopa Admissions Application webpage.
2. Click on Returning Student "Login" and follow the steps to apply to the college where you will take the class.
  - a. It usually takes overnight for the system to process your application and admit you.
3. Once you have been admitted to the sister college (usually by the next morning), you can enroll in the class (CIS102DA) at the sister college (host school). This is done through your student center.
  - a. If you need assistance with knowing how to enroll in classes, please click [here](#).
  - b. If the system will not allow you to enroll by the next morning, then you will need to contact the sister college's [Admissions and Records department](#) and request to be enrolled.
4. When you have successfully enrolled in the class at the sister college, you will need to complete the Consortium Agreement form for financial aid purposes. An explanation and the link to the form is in the next bullet point.

**(STEP 3)** Complete and Submit Consortium Agreement Form:

1. Complete the online [Consortium Agreement Form](#) to report classes taken at other Maricopa Community College campuses. Please refer to the [Consortium Agreement Guide](#) for complete instructions on how to complete this online process.

2. Once submitted, the Consortium Agreement Form is routed to a SMCC Advisor for review based on the Field of Interest you've indicated. The Advisor will determine if class(es) you've reported fall under your program of study. The Advisor will review and provide input on the form. Once this is complete, the Consortium Agreement will be automatically sent electronically to the Financial Aid Office for final review.
3. The SMCC Financial Aid Office will review Advisor input and verify current enrollment at the participating school. An email notification will be sent to you when the final review is complete.

**Please note:** Once your Consortium Agreement is approved, the SMCC Financial Aid Office will determine your aid eligibility based on enrollment at both schools. A tuition deferment will be placed on classes taken at your participating (HOST) school which will prevent classes from being dropped for non-payment.

Approximately two weeks after the start of the semester, your HOME SCHOOL (SMCC) will automatically transfer funds to the HOST school which will be used to cover tuition and fees for the approved class(es). **Email communications will be sent to your Official Student email account providing updates throughout this process.** Please monitor your Student Service Center for important updates and messages. Please allow 7 to 10 business days for processing.

**To speak with a member of the South Mountain Community College Financial Aid team regarding the Consortium Agreement, please use the [Chat feature on our website](#) or email them directly at: [finaid@southmountaincc.edu](mailto:finaid@southmountaincc.edu).**