



# Consortium Agreement Explanation and Instructions

Financial Aid Office  
Phone: (208) 524-3000  
Toll Free: 1-800-662-0261  
Fax: (208) 525-7026  
[financial.aid@cei.edu](mailto:financial.aid@cei.edu)

1600 S. 25<sup>th</sup> E. Idaho Falls, Idaho 83404

| DEFINITIONS                  |   |
|------------------------------|---|
| <b>Home Institution:</b>     | The degree-granting institution, College of Eastern Idaho (CEI).  |
| <b>Visiting Institution:</b> | The Institution offering coursework to degree seeking students of the Home Institution.   |
| <b>Visiting Student:</b>     | A degree seeking student admitted at the Home Institution but taking course work at the Visiting Institution under the agreement. |

## What is a Consortium Agreement?

A Consortium Agreement is an agreement between the student, the degree-granting or home institution and the visiting institution. It allows the financial aid office at the home institution to evaluate the credits at the visiting institution when determining financial aid eligibility and processing financial aid.

## When to use a Consortium Agreement?

If you are a degree-seeking student at the College of Eastern Idaho (CEI) and are not attending full-time, and you want to take classes from a different institution and have the credits be considered as part of your total enrolled credits to apply toward your financial aid eligibility for the semester. Classes taken at a visiting institution must apply and transfer toward your degree at CEI.

## How does a Consortium Agreement work?

A student enrolled partially at the visiting institution is entitled to be evaluated for financial aid eligibility and receipt of all Title IV student financial assistance from CEI in accordance with the practices and policies of the home institution. CEI will determine eligibility for and disburse student financial aid funds to the student upon approval of Consortium Agreement.

To determine eligibility for your financial aid complete the Consortium Agreement form.

## What are the students Responsibilities?

- The student is responsible for paying all fees to the visiting institution and to the home institution (CEI).
- The student is responsible for returning the completed Consortium Agreement and providing all requested documentation.
- The student is responsible for having an Official Transcript from the visiting institution sent to the home institution immediately upon the end of the enrollment period indicated on the Consortium Agreement.
- The student is responsible for notifying the home institution if there is a change, withdraw, drop or canceled consortium class by submitting a revised Consortium Agreement.

## How to complete Consortium Agreement:

- The student completes Section 1 of the Consortium Agreement.
- The Financial Aid Office at the Visiting Institution completes Section 2.
- The Registrar's office at the Home Institution (CEI) completes Section 3.
- The student returns the completed Consortium Agreement form to College of Eastern Idaho, Financial Aid Office, 1600 S 25<sup>th</sup> E., Idaho Falls, ID 83404, or Fax (208) 525-7026, or scan/email the form to [financial.aid@cei.edu](mailto:financial.aid@cei.edu).

## Deadline to Submit Consortium Agreement

- The last day to add or drop courses for each semester.