

## 2025-2026 Consortium Agreement

Through this agreement, Berklee contracts with the institution listed in Section two, hereafter referred to as the 'Host' Institution, to allow the matriculated student below to receive financial aid based on their enrollment at the Consortium Institution during the effective duration of this agreement.

Berklee, known as the 'Home' institution, agrees to calculate and disburse aid for which the student may be eligible including federal and state funds. No funds will be available until enrollment at the host institution is verified and all funds are received by Berklee. The student may be responsible for all charges at the Consortium Institution since the financial aid will not be forthcoming until all the consortium conditions have been met and aid received by Berklee.

**Degree granting school:** Berklee is the degree granting institution and the student is considered matriculated and pursuing a financial aid eligible degree at Berklee, and will be considered a visiting student at the Host School.

**Transferable Financial Aid includes:** *Federal, State, and Private Funding Sources.* Students may also apply for private sources of funding for their study abroad/off campus balance. Private sources of financial assistance include parent loans, student alternative loans, and private scholarships.

### Policies:

- Courses taken at the Host School must be approved for transfer credit prior to submitting this agreement.
- Courses taken at the Host School must be financed in accordance with the Host School's policies.
- If applicable, approval for part-time enrollment status at the Home Institution must be requested through Counseling and Advising Center.
- Student Financial Services must review the Cost of Attendance (COA) per the cost information provided on the Consortium Agreement by the Host School AND the COA for Berklee enrollment to ensure that aid processed does not exceed the student's total COA for the consortium period.
- All financial aid will be applied to the student account with the Office of Student Accounts.
- Refunds of aid in excess of charges will be processed in accordance with Office of Student Accounts policies.

**Section one:** To be completed by student and forwarded to the Financial Aid Office at the Host Institution

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Name of Consortium Institution: \_\_\_\_\_ Academic Year: \_\_\_\_\_ / \_\_\_\_\_

Consortium Period:  Full Academic Year  Fall  Spring  Winter (Berklee online students only)  Summer

Number of credits being taken at: Berklee: \_\_\_\_\_ Host Institution: \_\_\_\_\_

### Under this consortium agreement, the student will:

1. Be enrolled in a degree or diploma program at Berklee.
2. Maintain satisfactory academic progress.
3. Take courses at the Host School that are transferable to the student's degree or diploma program as certified by the Office of the Registrar at Berklee.
4. Notify Student Financial Services if they do not begin attendance in the courses covered by this consortium agreement.
5. Inform Berklee and the Host School of any change in enrollment status, including withdrawing from any courses.
6. File a FAFSA and complete the required financial aid process at Berklee prior to all applicable deadlines.

7. Provide a "Transfer Course Prior Authorization" Letter (issued by the Transfer Credit Coordinator in the Office of the Registrar) to the Office of Student Financial Services at Berklee by the end of the semester prior to your semester abroad or study off campus program.
8. Verify that the Office of Student Financial Services at Berklee has received this completed document by the end of the semester prior to your semester abroad or study off campus program.
9. Pay tuition, fees, and other expenses as charged by Berklee AND the Host School.
10. Provide the Office of the Registrar with an official transcript from the Host School for the courses taken during the consortium period within 30 days of the completion of course(s) at the Host School.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section two: To be completed by Financial Aid Office at the Host Institution**

Name of Host Institution: \_\_\_\_\_

Host Institution Financial Aid Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cost of Attendance for Enrollment Period:  
(Attach a separate sheet if necessary)

Dates of Enrollment: \_\_\_/\_\_\_ - \_\_\_/\_\_\_

Tuition & Fees: \$ \_\_\_\_\_

Actual Credits Enrolled at Host Institution: \_\_\_\_\_

Room and Meals: \$ \_\_\_\_\_

Full-time

Books & Supplies: \$ \_\_\_\_\_

¾ time

Transportation: \$ \_\_\_\_\_

½ time

Personal & Misc.: \$ \_\_\_\_\_

Less than ½ time

Will the student receive any non-Title IV funding at your institution:  No  Yes, amount \$ \_\_\_\_\_

If yes please list source of funds: \_\_\_\_\_

**Under this consortium agreement, the Host School:**

1. Agrees the student will be considered a visiting student at the host institution in an academic program that meets the Title IV student financial aid eligibility requirements (if applicable).
2. Agrees not to award any Federal Title IV aid to the student during the consortium period. (If any financial assistance is awarded, the host institution will promptly inform the Home School Student Financial Services office of the source and amount to ensure that the student does not receive financial aid in excess of their eligibility.)
3. Will make available applicable student consumer information required under Title IV.
4. Agrees to notify Berklee of any change in enrollment or, if the student fails to enroll in, or withdraws from, the Host School. Such notice will include the date of reduction in instructional load or the last date of attendance for a withdrawal.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please submit your document(s) through our secure Dropbox, and enter your student ID in the "Name" field. The link to the Dropbox is <https://www.dropbox.com/request/GDsORTfenN1OaFjTa7Jc>.

### **Student Consortium Agreement Checklist**

(To be completed prior to the end of Berklee Add/Drop period):

- Student must deliver to their financial aid advisor a **Transfer Course Prior Authorization**. The Transfer Credit Coordinator in the Office of the Registrar will provide you with this authorization letter.
- Student must deliver to their financial aid advisor **a letter certifying their registration at the Host School**.
- Student must confirm that the attached **Consortium Agreement** was completed by the Host School and received by the Office of Student Financial Services at Berklee.
- Student must address any other requests made by the Financial Aid Office at either institution.