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## **/CONSORTIUM AGREEMENT FOR ADMINISTRATION OF FINANCIAL AID**

The agreement, when fully complete, will allow the Home Institution to process your financial aid based on the combined enrollment of the Home and Host Institution for the specified semester. The institution that processes and pays the student financial aid is the Home Institution. The institution that does not process or pay the student financial aid is the Host Institution. The Home Institution is typically the institution who you will be receiving your degree from.

You must be a degree or certificate-seeking student with the Home Institution to complete this agreement. Any courses must transfer towards your degree. If you are in "0" hours at the Home institution, you must obtain permission from the Home institution prior to completing a consortium agreement. If you will be enrolled in 12 hours or more at your home institution, contact your home school prior to completing this agreement. *Do not submit your consortium agreement until you are enrolled at both the Host and Home Institution.*

### STUDENTS RIGHTS AND RESPONSIBILITIES

- Complete a FAFSA.
- Agreement must be completed each semester.
- You are responsible for your bill at both the home and host institution. DO NOT ignore any bills you receive from either the Host or Home institution.
- Notify both institutions of dropped classes within 2 weeks.
- A transcript must be sent at the end of the semester.
- Pay attention to the processing deadlines.
- Students in a consortium agreement need to return the agreement to the host institution.
- All federal aid recipients must maintain satisfactory academic progress for financial aid in accordance with the policy of the Home Institution.
- The Home institution may verify enrollment with the Host institution during the semester. Your financial aid may not be released until your enrollment is confirmed. This could delay the processing of refund checks.
- Do not ignore any correspondence from your lender. Contact them immediately upon receipt of any discrepant information concerning enrollment verification.

Consortium agreements are only recognized for the purposes of federal aid. State or Institutional aid may require full-time enrollment at your Home Institution in order to receive the funds.

**\*\* To avoid a delay in receiving your Financial Aid, please submit the consortium agreement by no later than Friday of the first week of class \*\***



PO Box 1000  
Park Hills, MO 63601



One University Plaza  
Cape Girardeau, MO 63701



2080 Three Rivers Blvd  
Poplar Bluff, MO 63901

## /PARTICIPATING SCHOOLS

<b>SOUTHEAST MISSOURI STATE UNIVERSITY</b>		
School Address: <b>Southeast Missouri State University, One University Plaza MS 3740, Cape Girardeau, MO 63701</b>		
Contact Name: Student Financial Services	Phone: 573.651.2253	Fax: 573.651.5006
<b>MINERAL AREA COLLEGE</b>		
School Address: <b>Mineral Area College, P.O. Box 1000, Park Hills, MO 63601</b>		
Contact Name: Julie Crabdree	Phone: 573.518.2249	Email: <a href="mailto:finaid@mineralarea.edu">finaid@mineralarea.edu</a>
Contact Name: Business Office	Phone: 573.518.2115	Email: <a href="mailto:macbusofc@mineralarea.edu">macbusofc@mineralarea.edu</a>
<b>THREE RIVERS COLLEGE</b>		
School Address: <b>Three Rivers College, 2080 Three Rivers Blvd, Poplar Bluff, MO 63901</b>		
Contact Name: Regina Morris	Phone: 573.840.9606	Fax: 573.840.9604
<b>MISSOURI SOUTHERN</b>		
School Address: <b>Missouri Southern, 3950 E. Newman Road, Joplin, MO 64801-1595</b>		
Contact Name: Becca Diskin	Phone: 417.625.9584	Fax: 417.659.4474
<b>JEFFERSON COLLEGE</b>		
School Address: <b>Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050</b>		
Contact Name: Paula Carpenter	Phone: 636.481.3218	

