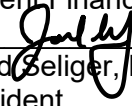


**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 11/02, 6/02, 8/04, 10/05,  
12/10, 12/14, 3/16, 10/19

No: 2-A-800F-04  
Last Review Date: October 2023  
Required Review Date: December 2027  
Administrative Unit: Student Financial Services  
Approved By:   
Jared Beliger, PhD, CNMT  
President

**SUBJECT:** Consortium Agreements

**PURPOSE:** To allow Allen College students to receive financial aid for required classes taken at other accredited colleges. The consortium agreement is between Allen College, the host college, the student, and the financial aid office in regard to acceptance of transfer credit and payment to the host institution.

**EFFECTIVE FOR:** Student Financial Services Staff, Enrollment Management Staff and Allen College Students

**POLICY:**

Under written agreement, Allen College may enter into an agreement allowing a student to receive financial aid from Allen College (home institution) while enrolled at another institution (host institution). Such situations should be limited to specific major courses that transfer but are not offered or available at Allen College.

**PROCEDURE:**

1. Students contact the Allen College Enrollment Management Office, requesting a consortium agreement.
2. The Allen College Registrar's Office counsels the student on policy and determines if a consortium is necessary.
3. If consortium is necessary, the top section of a consortium agreement is completed by the student and routed to the host institution.
4. The host institution completes its section of the consortium agreement and returns the form to the Allen College Enrollment Management Office. The host institution agrees to notify Allen College of enrollment changes.
5. If approved, the Allen College Registrar will enter the course load in the Student Information System as "Consortium" for the appropriate number of credit/hours. The Allen College financial aid office will then package and disburse funds to the individual student.
6. The individual student will be responsible for paying tuition and fees at the host institution.
7. The individual student is responsible for requesting the transcript from the host institution to be sent directly to the Allen College Registrar upon completion of the course.