

A consortium agreement is used when a student is attending two schools simultaneously. Federal regulations only allow students to receive Federal Student Aid at one institution at a time. If a student is taking classes at another school to transfer to Wake Tech and apply to the degree program at Wake Tech, then a consortium can be used. This form allows the Financial Aid Office at Wake Tech to add together the total number of hours the students is taking at both schools and base their financial aid amounts on the combined total. Students will be responsible for any up front charges at their host school out of pocket.

### Requirements for Consortium:

1. Students must pay for classes at their host school out of pocket AND submit a copy of the schedule receipt.
2. Courses at the host school must transfer back to Wake Tech and count toward the degree program the student is seeking at Wake Tech.
3. Students must complete this form in its entirety including obtaining all necessary signatures.
4. After a completed form is submitted, a student's financial aid will be adjusted to reflect the total number of hours between the two schools. The Financial Aid Office will verify that students are attending classes at the host school before disbursing any refunds. Students will use their refund to reimburse themselves for out-of-pocket expenses at their host school.
5. **At the end of each semester that a consortium is approved, the student must provide Wake Tech Admissions office with an official transcript from the host institution.** Any subsequent refunds will be held until this is received.

Students are responsible for completing this form in its entirety and obtaining all requested signatures before submitting it to the WTCC Financial Aid Office.

Email this completed, signed, and dated document to Patricia Russell at [plRussell@waketech.edu](mailto:plRussell@waketech.edu).

You may also bring this document to your nearest campus,  
mail it to Patricia Russell at 9101 Fayetteville Road, Raleigh, NC 27603  
or fax it to 919.335.1190.

**If you have questions, contact Patricia Russell at [plRussell@waketech.edu](mailto:plRussell@waketech.edu) or (919) 866-5415**

## 2025-26 Consortium Agreement

Between Wake Technical Community College and Host Institution: \_\_\_\_\_

For the \_\_\_\_\_ semester of the 20\_\_\_\_ school year.

Student's Full Name \_\_\_\_\_

Student ID# \_\_\_\_\_

Date of Birth \_\_\_\_\_

### 1. Courses Taken at Host Institution

| Course Number | Title of Course | Credit Hours |
|---------------|-----------------|--------------|
|               |                 |              |
|               |                 |              |
|               |                 |              |
|               |                 |              |

The student will provide to the Financial Aid Office a copy of the transcript or grade report from the Host Institution as soon as it becomes available. Additionally, the student will notify the FAO if there is any change in enrollment status at the Host Institution. If you fail to comply with this request, it will seriously jeopardize your eligibility to receive future financial aid funds, and/or require repayment of funds received for attendance at the Host Institution.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### 2. Certification by Wake Tech Advisor:

This is to certify that the student named above is a diploma/degree-seeking student in good standing at Wake Technical Community College. He/She has our permission to take the courses listed above, at the Host institution during the enrollment period indicated above, and to transfer them back to this institution upon completion, to be applied toward his/her degree program. The courses taken at the Host (visited) institution must be required for completion of the students program of study at the Home Institution.

Signature of WTCC Academic Dean or Advisor \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

### 3. Certification by Host Institution Financial Aid Office:

By signature of authorized officials, hereby agree that upon enrollment of the student named herein at the Host Institution for the semester and hours recorded above, Wake Technical Community College shall serve as the Home Institution and shall administer all financial aid for this student during his/her period of enrollment at the Host Institution while a degree-seeking student at Wake Technical Community College. It is further agreed that completion of this agreement precludes the student's eligibility for financial aid from the Host Institution during this period. The Host Institution agrees to notify the Financial Aid Office of the student's enrollment status and of any refund due the student.

Enrollment Status at Host Institution: \_\_\_\_\_ Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

The total tuition/fees charged for the student for the enrollment period indicated: \_\_\_\_\_

Signature of Host Institution Financial Aid Official \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Please attach a copy of the student's statement of tuition/fees charged.**

Email this completed, signed, and dated document to Patricia Russell at [plRussell@waketech.edu](mailto:plRussell@waketech.edu).

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