

Between Germanna Community College (as the Home Institution) and the Host Institution (as listed below).

Home Institution

Germanna Community College  
Financial Aid Office  
10000 Germanna Point Drive  
Fredericksburg, VA 22408

Student Information (to be filled out by the student)

Last Name

First Name

M.I.

Student ID Number

Last four of Social Security Number

Phone Number

Academic Year

Term

The Financial Aid Office at \_\_\_\_\_ (host institution) agrees to enter into a Consortium Agreement with the Financial Aid Office at Germanna Community College (home institution) for the student and academic period listed above. This student has permission from the home institution to take a course (or courses) at the host institution. Said course/courses will transfer to the home institution to be applied to the student's degree or certificate, as verified on page two of this form by the student's advisor.

The items of agreement are:

- Germanna Community College, as the home institution, agrees to process the student's financial aid, including the enrollment status and cost of attendance at the host institution; and
- \_\_\_\_\_, the host institution, agrees not to process any financial aid awards for the student for the academic term indicated above; and
- The above-named student will be responsible for payment to the host institution in accordance with their guidelines and payment policies.

Student Portion (to be filled out by the student)

Instructions/Important Information:

- 1) Decide which courses you need to take at the host school
- 2) Complete the first page of this form
- 3) Take the form to your advisor for approval of the course(s) as part of your GCC degree/certificate (see page two)
- 4) Send this form to the host school's Financial Aid Office for appropriate signatures (see page three)
- 5) FOLLOW UP with the host school. They should certify this form after the add/drop period ends
- 6) GCC will process any aid increases after receiving this form from the host school. You will receive a revised award notice at that time if your eligibility changes.

\_\_\_\_\_  
Curriculum (Major)

\_\_\_\_\_  
Reason course(s) cannot be taken at GCC

\_\_\_\_\_  
Advisor Name

Name(s) of Courses you plan to take at the Host Institution:			
Course Name	Credit Hours	Course Name	Credit Hours
1)		4)	
2)		5)	
3)		6)	

Responsibility:

I understand that I am fully responsible for my Host Institution charges (tuition, fees and books).

\_\_\_\_\_

\_\_\_\_\_

Student Signature

Date

GCC Advisor Portion (Students do NOT complete this section.)

Upon consulting the student's academic transcript, I find that the course(s) above are fully creditable toward the student's stated degree/certificate goal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Advisor Name (Print)

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date



**AFTER COMPLETING THE ABOVE, PLEASE SUBMIT TO THE GCC FINANCIAL AID OFFICE.**

**Host Institution Financial Aid Office's Portion- Cost of Attendance (Students do NOT complete this section.)**

Please use actual costs after the end of the add/drop period.

Tuition for \_\_\_\_\_ credits at \$ \_\_\_\_\_ /credit hour = \$ \_\_\_\_\_.  
Total Credit Hours Total Cost

Fees (if any) \$ \_\_\_\_\_

\_\_\_\_\_  
Host Institution Financial Aid Office Representative Name (Print)

\_\_\_\_\_  
Host Institution Financial Aid Office Representative Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**Host Institution Registrar's Portion- Enrollment Certification (Students do NOT complete this section.)**

I certify that the student involved has registered for the course(s) listed in the student portion of this form, for the \_\_\_\_\_  
20\_\_\_\_ semester beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Host Institution Registrar Office Representative Name (Print)

\_\_\_\_\_  
Host Institution Registrar Office Representative Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

Note: Please complete and return the form to GCC as soon as possible after the end of the add/drop period.

For your convenience, completed documents can be uploaded using the "Create Case" feature via [mysupport.germannna.edu](http://mysupport.germannna.edu).

\*\*\*\*\*

**Home Institution Signature GCC Financial Aid Office Use Only**

Credit hours at GCC \_\_\_\_\_ Credit hours at Host Institution \_\_\_\_\_

\_\_\_\_\_  
Germannna Community College Financial Aid Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Total credit hours for \_\_\_\_\_ semester