

## Consortium Agreement Policies and Procedures

Widener University Delaware Law School will agree to complete a Consortium Agreement for our students who are visiting other institutions provided that the institution is an eligible institution for Title IV\* purposes and is willing to sign the agreement. In the consortium process Widener University Delaware Law School will process federal and private financial aid as the Home institution. *This process may cause delay in receipt of funds necessary to pay tuition and other expenses. Students should be prepared for this delay and should check with the visiting institution regarding their policies for payment of tuition under a consortium agreement.* Policies will vary depending on the institution.

Students visiting other institutions are encouraged to use the Federal loan programs, but the Financial Aid Office is willing to process private loans. The benefits and drawbacks of this option should be discussed with Financial Aid Office.

Attached is the consortium agreement that must be completed by the institution that you are visiting. Financial aid will only be processed for students who have been approved by the Office of Student Affairs to visit and have the following documents on file:

- Dean's Action Request approved by the Dean of Students
- The results of filing the FAFSA (Free Application for Federal Student Aid)
- The Delaware Law Data Form
- The Delaware Law Summer Intent Form (if attending summer session)
- Completed Consortium Agreement (attached)
- Federal Direct Unsubsidized Master Promissory Note (Complete at <https://studentloans.gov> if you have not previously borrowed)
- Federal Direct GradPLUS loan (if using to supplement Stafford loans, complete at <https://studentloans.gov>)

The disbursement procedures for federal loans require that the funds electronically to Widener University Delaware Law School via EFT (electronic funds transfer). ***It is your responsibility to consult with the institution you wish to attend and check their policy on tuition payments. Some schools require payment up front from the student and will not wait for tuition to be sent from your student loans.***

Once Widener University Delaware Law School has received funds, the Bursar's Office will contact the institution that you are attending to determine your outstanding balance. A Widener University Delaware Law School check will be mailed to the school for your balance and any remaining funds refunded to you. If you have not set up Direct Deposit, you are encouraged to do so on <http://My.Widener.edu>. Just search for "Direct Deposit". It is strongly recommended that you provide the Enrollment Services Office (Financial Aid and Bursar) with the address, phone number, and email address where you can be reached while attending the other institution. If you have any questions, please stop by or call the Financial Aid Office at (302) 477-2272.

\*An eligible institution is one that has been approved to participate in Federal Student Aid programs.