

## 2018-2019 CONSORTIUM AGREEMENT STUDENT CHECKLISTS

The following are additional steps that must be taken after execution and approval of a Consortium Agreement between the two participating schools. The HOME school is the school from which you will be receiving your degree/certificate.

### If Clackamas Community College is your HOME school:

- You must be registered for at least 6 credits at CCC to receive financial aid from CCC.**
- Complete a new FAFSA each year to re-apply for financial aid and add Clackamas Community College #004878 at [www.fafsa.gov](http://www.fafsa.gov).
- Complete the 2018-2019 Consortium Agreement – CCC HOME school form and take to the HOST school.
- Attend a New Student Academic Advising Session and develop an Educational Plan.
- Check your myClackamas account regularly for financial aid communication.
- Provide all requested documentation to the Office of Financial Aid and Scholarships in a timely manner.
- Review your Financial Aid Award Letter carefully.
- Submit a 2018-2019 Change in Aid form for any requested adjustments.
- Register for Classes (Enroll for only 100 and 200 level classes at your HOST school).
- Use your financial aid refund to pay tuition and fees at your HOST school.**
- Inform the CCC Financial Aid Office of any change in enrollment status both before and during the term. If you change your enrollment status after receipt of aid, it may affect your financial aid award and future eligibility.
- Maintain Satisfactory Academic Progress (SAP) at both schools. Financial aid for future terms will not be released without receipt of HOME school prior term grades/transcripts.

### If Clackamas Community College is your HOST school:

- Add your HOME school to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov).
- Obtain a consortium agreement from the HOME school, complete and bring to the Financial Aid Office.
- Attend any required Academic Advising Sessions.
- Check regularly for any financial aid communication.
- Provide all requested documentation to the Office of Financial Aid and Scholarships in a timely manner.
- Sign and return your Financial Aid Award Letter (if applicable).
- Submit any required forms for requested adjustments.
- Use your financial aid refund to pay Clackamas Community College tuition and fees.**
- Inform the Office of Financial Aid and Scholarships at your HOME school of any changes in your registration at CCC.
- Provide the Office of Financial Aid and Scholarships at your HOME school with a copy of your CCC grades/transcript.
- Maintain Satisfactory Academic Progress (SAP) at both schools. Financial aid for future terms will not be released without receipt of CCC school prior term grades/transcripts.
- Complete a new FAFSA each year to re-apply for financial aid.

### IMPORTANT:

For each term you are co-enrolled, you are expected to complete the registration and grade/transcript process. It is your responsibility to complete all required paperwork and to provide it to the requesting Financial Aid Office in a timely manner.

Check your myClackamas account for all financial aid correspondence and your Award Letter.

Secure submission of documents can be completed in person, by mail, or fax to:

Office of Financial Aid and Scholarships · Roger Rook Hall · 19600 Molalla Avenue, Oregon City, OR 97045

Phone: 503-594-6082 Fax: 503-722-5864 · e-mail: [finaid@clackamas.edu](mailto:finaid@clackamas.edu) · [www.clackamas.edu](http://www.clackamas.edu)