



Financial Aid Office

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FA108-25/26(11/24)

UWL Consortium Agreement Instructions

Consortium requests from UWL students pursuing coursework at the following institutions will be considered: all UW System and WTCS (i.e. Western Technical College) institutions; Viterbo University; and Winona State University. We will not process consortium agreements with UW Extension/Independent Learning. Consortium agreements are limited to coursework that meets the student's degree requirements. Also, students must be enrolled at least half-time at UWL during the fall or spring semester they wish to complete the consortium agreement. Half-time enrollment is defined as six credits for undergraduate students and five credits for graduate students. This policy does not apply to summer enrollment. In unique or special cases, this requirement may be waived.

The student must complete the top section of the Consortium Agreement, which includes the name of the visiting campus, the student's name, the student's social security number, period of enrollment at the visiting campus, and the number of credits he/she will be taking at the home and visiting institution.

The student must take the Consortium Agreement to his/her academic advisor or Dean who will complete the bottom section of the consortium agreement. The student should bring all pertinent information about the class or classes that they wish to take at the visiting campus.

Per Federal Regulation, the credits that the UWL Financial Aid Office will fund **MUST BE REQUIRED BY UWL FOR GRADUATION.**

Once the student's academic advisor or Dean has approved the transfer of credits, the student will need to take the Consortium Agreement to the Financial Aid Office at the visiting institution who will complete the top section on the second page. Once the form is complete, please have the visiting institution mail or fax the consortium agreement to Shawn Stephany at the address below. Mr. Stephany will validate and approve the Consortium Agreement.

The UWL Financial Aid Office will send an email to the student's UWL email address when the financial aid offer is available on the WINGS Student Center. It will be the student's responsibility to pay the visiting campus directly after the financial aid refund has been disbursed to the student. Please note that some visiting schools may require payment up front from the student. The student must make arrangements with that institution if this is the case.

After the semester is over, students must complete the Consortium Agreement Follow-up Worksheet. It is the student's responsibility to make sure that the transcript from the visiting school is submitted to the UWL's Records and Registration Office in a timely manner. **If grades are not posted to the student's transcript by the next term, then the student's financial aid may be held until the grades are posted.**

Any questions regarding the Consortium Agreement process should be directed to Shawn Stephany, sstephany@uwlax.edu, in the UWL Financial Aid Office.