

LONG BEACH CITY COLLEGE
FINANCIAL AID PROGRAMS

Consortium Agreements

Consortium Agreements entered into between Long Beach City College and another eligible school will apply to all student financial aid programs as long as Long Beach City College is the primary school or the "home" institution. The coursework taken at the secondary school must count toward a degree or certificate at LBCC or a transfer course for the student's degree. The secondary school must be accredited and eligible to participate in federal Title IV financial aid programs.

The LBCC Consortium Agreement Form is used to process the consortium agreement. If a student is concurrently enrolled at LBCC and another eligible institution, and wishes to receive his or her financial aid file from Long Beach City College, LBCC will be the primary school on the Consortium Agreement Form. The student should complete the top portion of the form including the name of the secondary school and the classes being taken at that institution.

When the form is returned to the LBCC Financial Aid Office, signed by the secondary school, the form is given to the Financial Aid counselor assigned to consortium agreements. The courses will be reviewed to confirm that they are generally acceptable to Long Beach City College.

The following are the processing steps:

1. The student's FA Term for the affected semester will be changed to include the approved units from the secondary institution - both the "Academic" tab and the "Statistics" tab will be revised.
 - a. Under the "Academic" tab, change the "Financial Aid Load" to include the revised enrollment status.
 - b. Under the "Statistics" tab, change the "Taken" field to include the units from the secondary institution.
2. Enter a user edit message of **CONPRI** for the affected semester.
3. The awards for students who have approved consortium agreements will be changed to reflect the increased amount of federal financial aid.

4. Add a comment as follows:
 - CONPF** - Consortium Agreement-Primary-Fall
 - CONPS** - Consortium Agreement-Primary-Spring
 - CONPSU** - Consortium Agreement-Primary-Summer
5. The student will be added to the Consortium Agreement spreadsheet.

It is the student's responsibility to provide that final grade report for the consortium classes. If no grade report is submitted, it will be assumed that zero units were completed. The units taken at the secondary school will be considered the same as LBCC units for the financial aid Satisfactory Progress Policy.

Long Beach City College as the Secondary School

The LBCC Consortium Agreement form or some similar form from the primary school may be used for the consortium agreement. LBCC must be the secondary school on the Consortium Agreement form.

1. The student should complete the top portion of the form including the name of the primary school and the classes being taken at Long Beach City College.
2. The form then goes to the counselor assigned to do consortium agreements, who will process it in PeopleSoft, as follows:
 - If the student is in the financial aid database, a Warning entry will be made in Review User Edit Messages for the semester concerned. In the comments, the number of units and the name of the primary school will be recorded.
 - If the student is in the financial aid database, a Comment will be added indicating the presence of a Consortium Agreement for the student.
 - CONSF** - Consortium Agreement-Secondary-Fall
 - CONSS** - Consortium Agreement-Secondary-Spring
 - CONSSU** - Consortium Agreement-Secondary-Summer
 - If the student is not in the financial aid database, a copy of the form will be kept at LAC.
3. The Consortium Agreement will be signed by the counselor assigned to do consortium agreements and either returned to the student or mailed directly to the Financial Aid Office at the primary school.