



West Los Angeles College - Financial Aid & Scholarships Office  
FINANCIAL AID CONSORTIUM AGREEMENT

\_\_\_\_\_ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
Last Name First Name Middle Initial Social Security Number

BETWEEN: **Primary/Home College** AND: **Secondary/Host College**  
West Los Angeles College \_\_\_\_\_  
9000 Overland Ave. \_\_\_\_\_  
Culver City, CA 90230 \_\_\_\_\_  
310.287.4532 Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**SECTION 1: STUDENT**

THE COURSE(S) WILL BE TAKEN DURING (select one):  Summer  Fall/Winter  Spring \_\_\_\_\_ Semester  
CCYY

The student certifies that it is his/her responsibility to: **1)** provide verification of enrollment and grades for the courses listed above, **2)** provide any other required documentation to either or both the primary and secondary college, and **3)** to maintain satisfactory academic progress at both colleges.

\_\_\_\_\_  
Student's Signature Date

**MAKE AN APPOINTMENT WITH YOUR WLAC ACADEMIC COUNSELOR FOR COMPLETION OF SECTION 2**

**SECTION 2: WLAC ACADEMIC COUNSELOR**

I certify that all the courses listed below are being taken at the secondary college to meet a certificate, degree or transfer program requirement for the student's educational objective at West Los Angeles College.

| Secondary College<br>Course Name/Number | Descriptive Title | Units | WLAC course or<br>GE AREA equivalent |
|---|-------------------|-------|--------------------------------------|
| _____                                   | _____             | _____ | _____                                |
| _____                                   | _____             | _____ | _____                                |
| _____                                   | _____             | _____ | _____                                |

Major: \_\_\_\_\_ Educational Objective:  AA/AS Degree  Certificate  Transfer

\_\_\_\_\_  
WLAC Academic Counselor's Signature Date

**SUBMIT FORM TO SECONDARY COLLEGE FOR COMPLETION OF SECTION 3**

**SECTION 3: SECONDARY COLLEGE**

**Certification:** I certify that the student is enrolled in the courses listed above and not currently receiving financial aid at this institution. Upon request, I agree to forward enrollment and satisfactory progress information to the primary college.

\_\_\_\_\_  
Authorized Signature Date Name (Please Print)  
\_\_\_\_\_  
Title Phone

**SUBMIT COMPLETED CONSORTIUM AGREEMENT TO WLAC FINANCIAL AID OFFICE.  
THE FORM WILL NOT BE ACCEPTED WITHOUT PROOF OF ENROLLMENT AT SECONDARY COLLEGE**

**SECTION 4: PRIMARY COLLEGE**

Approved  Denied

\_\_\_\_\_  
WLAC FAA Signature Date

## INSTRUCTIONS FOR FINANCIAL AID CONSORTIUM AGREEMENT

Federal regulations stipulate that you may only receive financial aid (other than a BOG fee waiver) at one institution at a time. In some cases, a student who is unable to take required classes at WLAC (the *primary college*) may be able to take those classes at another college (the *secondary college*) and request that those units be counted toward their financial aid eligibility. A Financial Aid Consortium Agreement must be agreed to and signed by the Financial Aid Offices at both institutions.

In order for a course at another college to be approved for financial aid purposes at West Los Angeles College (WLAC), the course must be able to be credited toward your degree, certificate or transfer objective at WLAC.

You are required to submit a copy of your grade report from the secondary college at the end of the semester. Financial aid for future semesters at WLAC will not be disbursed until your grades are received. You must successfully complete all of the courses approved on your Consortium Agreement to remain eligible for student financial aid. Satisfactory Academic Progress standards apply to courses taken under a consortium agreement and may affect your financial aid eligibility at WLAC.

## PROCESS

1. Complete the *Student's Section* of the Financial Aid Consortium Agreement. Also, print out a **copy of your enrollment at the secondary college**. [SECTION 1]
2. Make an appointment with your WLAC Academic Counselor for completion of the *WLAC Academic Counselor's Section*. [SECTION 2]
3. Take the Consortium Agreement (with *Student's Section* and *WLAC Academic Counselor's Section* completed) to the Financial Aid Office at the secondary college for completion of the *Secondary College's Section*. [SECTION 3]
4. Submit the Consortium Agreement to the Financial Aid Office at WLAC (*Student's Section*, *WLAC Academic Counselor's Section* and *Secondary College's Section* must be completed) with a **copy of your enrollment at the secondary college**. Your Consortium Agreement will be reviewed and you will be notified of the status of your request.
5. If your Consortium Agreement is approved, your financial aid disbursements at WLAC will be based on your combined WLAC, secondary college, and other allowable LACCD (i.e., the other colleges in our District) units. Generally, WLAC disburses financial aid in two portions during a regular semester, with the first 50% disbursed at the start of the semester, and the second 50% disbursed shortly after the mid-point of the semester.
6. Before the second disbursement of the semester, you will need to provide current proof of enrollment from your secondary college. A reminder letter will be sent to you specifying when to obtain and submit this proof of enrollment. Without this proof of enrollment, your second disbursement will not be calculated using your units at the secondary college.
7. After the semester ends at your secondary college, you will need to obtain and submit a copy of your grades (unofficial) to the WLAC Financial Aid Office. Financial aid for future semesters at WLAC will not be disbursed until your grades are received.
8. Consortium Agreements are only approved for one semester at a time. Consortium Agreements are not approved retroactively. A completed Consortium Agreement (and proof of enrollment at the secondary college) must be received by the WLAC Financial Aid Office prior to the last day of the semester listed in the *Student's Section* of the form.

## TERMS

*Primary College:* (West Los Angeles College)

The College where you are taking the majority of courses, intend to receive a degree or certificate, or transfer from.

*Secondary College:*

Another College you are attending to take courses that fulfill WLAC program requirements but are not available at WLAC due to scheduling or closed classes.

*Satisfactory Academic Progress (SAP):*

SAP standards describe the requirements for the number of units you must successfully complete to remain eligible for financial aid.