



Financial Aid Consortium Agreement  
Walla Walla Community College and Lewis Clark State College  
July 1, 2021

Walla Walla Community College (WWCC) and Lewis-Clark State College (LCSC) are entering into a consortium agreement allowing students from either institution to enroll concurrently at either LCSC or WWCC. Earned credits may be applicable to their overall financial aid eligibility at the eligible home institution.

The tenets of this consortium agreement are based on 2021 federal financial aid regulations. Updates to specific aspects of this agreement will be made if and as federal regulations change.

For the purpose of the agreement, students who are enrolled in classes at both institutions and receiving federal financial aid must work with the Financial Aid offices at each institution. Eligibility and specific processes will depend upon how many credits a student takes at each institution. (A home institution is defined as the school in which you will first graduate from or have completed your FAFSA application with. A host institution is defined as the institution from which the student may be taking required classes to count toward financial aid eligibility at the home institution.)

Any courses may be funded by WWCC; however, LCSC courses must be below the 300 level to be funded. The home institution will be the student's degree or certificate granting institution. The total award will be disbursed by the home institution through which the student is degree-seeking.

The institutions will reciprocally furnish proof of enrollment and cost to the financial aid administrators of the institutions, or as requested. The home institution will disburse the financial assistance, monitor satisfactory progress, and administer refunds according to the institution's policy. The home institution will perform Return to Title IV calculations for students who withdraw and/or do not earn any credits. The amount to be returned to the applicable federal program will be allocated on a prorated basis of the registration fees charged by each institution.

The following are policies and procedures to be used to implement the consortium agreement between WWCC and LCSC. This consortium agreement will assist students applying for financial aid that are enrolled at both institutions. Further changes in these policies and procedures may be made in writing by the Directors of Financial Aid at each institution as necessary to assure students receive the necessary financial assistance for enrollment.

1. Students will be responsible for completing the Concurrent Enrollment Certification Form. A new form is required for each semester/quarter the student is enrolled at both

**Vice President for Student Affairs**

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institutions. When LCSC is the host institution, students must submit the completed form to the LCSC Registrar's Office via their LCMail account. Forms are available on the LCSC Registrar's Office web page. When WWCC is the host institution, student must submit the completed form to the WWCC Office of Admissions and Records via their WWCC student email account. Forms are available on the WWCC Registrar's Office web page: <https://www.wvcc.edu/admissions/>

2. Each institution will be responsible for counseling students regarding the disparity between semester vs quarter terms and the impact on financial aid.
3. The host institution will certify the total number and course level of enrolled credits for each student concurrently enrolled. This certification will include total charges owed to the host institution by each student and any additional financial assistance students may be receiving to pay for the courses at the host institution. The student roster will be sent to the home institution's Financial Aid Office as needed.
4. The Concurrent Enrollment Certification Form will serve as authorization to allow the release of transcript and other educational record information to the home institution.
5. The home institution's Financial Aid Office will use the information on the student roster to compute financial aid eligibility for each student.
6. At the end of the semester/qtr., the home institution's Financial Aid Office will request grades for the list of students from the host institution's Registrar's Office to verify the grade point average and credits completed by each student.
7. The home institution's Financial Aid Office will use grade and credit information from the host institution at the end of each semester/qtr. for determining Satisfactory Academic Progress for the concurrent students.
8. The host institution will implement a process to promptly notify the home institution when any concurrently enrolled student withdraws or is cancelled for non-payment in order to meet the requirements for compliance with the federal Return to Title IV regulations.
9. Students entering a consortium agreement must list both institutions on the FAFSA to assist in the application and transfer process.
10. The home institution's Financial Aid Office will be responsible for keeping the official student enrollment records to meet audit standards of the financial aid programs.
11. The home institution will return the entire amount of funds due to the federal financial aid programs from Return to Title IV calculations when a student withdraws or does not earn any credits. The host institution will reimburse their percentage to the home institution within 30 days of receipt of an invoice or other substantiating documents. Each institution will make their own determination of the students' obligation to reimburse the institution for returned funds. The home institution will include direction for the student to contact the host institution regarding financial obligations. The decision to collect or write-off student debt will be determined by each institution.
12. Either party may modify or terminate this agreement by providing the other party at least 120 days written intent and obtaining written presidential approval from both institutions.
13. The following individuals at each institution will be stewards of this agreement: Presidents and Financial Directors.

Memorandum of Understanding & Agreement LC State/CEI



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Dr. Chad Hickox, President  
Walla Walla Community College

9.2.2021

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Date



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Dr. Cynthia L. Pemberton, President  
Lewis Clark State College

9-2-2021

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Date