

## **Instructions for students taking hours at UK and another school concurrently, i.e., consortium students.**

Students taking classes at UK and another institution are responsible for obtaining the consortium agreement from our office to take to the visiting school. This consortium agreement is the only way UK knows the student has hours at another institution for financial aid purposes.

The hours being taken at the visiting institution must be courses that are applicable to the student's degree program and the consortium agreement must have the courses listed and the signature of the academic advisor verifying this.

Steps to take:

1. Student obtains consortium agreement from UK financial aid office.
2. Student completes Section I.
3. Student takes form to UK academic advisor for signature. Section II.
4. Student takes form to visiting institution. Section III.
5. Visiting institution will return form to UK after the last day to add a class.
6. Student is responsible for paying tuition and fees to visiting institution.
7. Aid from UK will not be released until after the last day to add a class at UK and will be applied to student's UK charges. Any residual aid will be released to the student's direct deposit.