



CONSORTIUM AGREEMENT POLICIES AND PROCEDURES

Widener University Commonwealth Law School will agree to complete a Consortium Agreement for our students who are visiting other institutions provided that the institution is an eligible institution for Title IV* purposes and is willing to sign the agreement. In the consortium process, Widener University Commonwealth Law School will process federal and private financial aid as the home institution. *This process may cause a delay in receipt of funds necessary to pay tuition and other expenses. Students should be prepared for this delay and should check with the visiting institution regarding their policies for payment of tuition under a consortium agreement.* Policies will vary depending on the institution.

Students visiting other institutions are encouraged to use the Federal Direct Loan program, but the Financial Aid Office is also able to process private loans. The benefits and drawbacks of this option should be discussed with the Financial Aid Office.

Attached is the consortium agreement that must be completed by the institution that you are visiting (the host school). Financial aid will only be processed for students who have been approved by the Office of Student Affairs to visit and have the following documents on file:

- ☐ Approved Dean's Action Request from the Office of Student Affairs
- ☐ Completed Free Application for Federal Student Aid (FAFSA) for the current year (2024-25)
- ☐ 2024 Summer Intent Form (if attending summer session)
- ☐ Completed Consortium Agreement (*attached*)
- ☐ Completed Master Promissory Note (MPN) at <https://studentaid.gov>
- ☐ If interested, completed Direct PLUS Loan Application at <https://studentaid.gov> (if additional funding is needed)

The disbursement procedures for federal loans require that the funds are disbursed directly to the school electronically. ***It is your responsibility to consult with the institution you wish to attend and check their policy on tuition payments. Some schools require payment up front from the student and will not wait for their tuition to be paid until you receive your student loans.***

Once Widener University Commonwealth Law School has received funds, the Bursar's Office will refund the full amount to you. Direct deposit is preferred by Widener University. It is your responsibility to use those funds to pay the host school for your tuition and related fees. It is strongly recommended that you provide Enrollment Services (Financial Aid and Registrar Offices) with the address, phone number, and email address where you can be reached while attending the other institution. If you have any questions, please contact the Financial Aid Office at finaidcwlaw@widener.edu.

*An eligible institution is one that has been approved to participate in Federal Student Aid programs.