



CONSORTIUM AGREEMENT FORM for STUDY ABROAD

Section 1: Student Information

<p>Name: _____</p> <p>Phone: _____</p> <p>VID: _____</p> <p>Atlas Email: _____</p> <p>Program Start Date: _____</p> <p>Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter/Spring <input type="checkbox"/> Summer</p>	<p>Valencia Major: _____</p> <p>Primary Campus: _____</p> <p>Program Provider: _____</p> <p>Host Institution: _____</p> <p>Program End Date: _____</p> <p>Year: _____</p>
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Section 2: READ COMPLETION INSTRUCTIONS

1. The HOST Institution listed above is the one issuing your transcript. It must be a **regionally accredited U.S. institution**. If you choose to study at a non-regionally accredited school, you must petition to have your credits transferred to Valencia. Financial aid can only be used for courses that are preapproved for your educational plan. To get the courses reviewed and approved:
 - Florida Institution: Complete the *floridashines.org* online form.
 - Other U.S. Institution: Complete the paper *Transient Form* (obtain from the Answer Center)
2. If you choose to study at a foreign institution without going through an accredited U.S. institution, you must obtain a NACES evaluation and request transfer credit. Financial aid cannot be used.
3. Obtain the following information from the HOST institution to submit with this form:
 - School name, location, and documentation of the institution’s accreditation agency (if NOT a Florida public institution)
 - Course descriptions with learning outcomes
 - Cost sheet detailing all the program costs for the program duration
4. Complete the *Budget Worksheet for Study Abroad* and the *SAGE Scholarship Form* (located on the SAGE website: Students-How to Apply-Semester).
5. List all the courses in the table below that you plan to take during your study abroad program that you would like to transfer back to Valencia (HOME institution). There must be a Valencia course offered in the discipline that is equivalent to the course described in the materials in order to receive transfer credit. **If there is no equivalent Valencia course, the course taken will serve as an elective.** These courses must also satisfy Valencia degree requirements if you will be using financial aid.
6. Take this form along and the information listed in #2 and #3 above to your campus Study Abroad Academic Advisor for sign off:
 - East Campus – Martie Berrios Garcia, ext. 2323
 - West Campus – Fontella Jones, ext. 1216
 - Winter Park Campus – Tanya Alas, ext. 6891
 - Osceola Campus – Wayne Bart, ext. 4353
 - Lake Nona Campus – Melinda Smith, ext. 7780
7. Sign this this form and submit it with the accompanying information to the Study Abroad and Global Experiences (SAGE) office. The SAGE office will: (1) obtain a signature from the HOST institution’s financial aid office confirming enrollment and certification that no financial aid will be paid from their office; (2) forward your documents to the Financial Aid office for processing; (3) submit a copy of this form to the Admissions office; and (4) forward you a signed copy for your records.
8. On the last day of the program, obtain a signature from the HOST institution on section 5 to confirm that you have completed the course and/or program. The host school agrees to determine a student’s last date of attendance to ensure that the student completed the course and/or program.

Section 3: Valencia College Course Pre-Approval Form

STUDENT: List the courses for which you intend to enroll at the host institution (columns 1, 2, 3).

ACADEMIC ADVISOR: List the courses that are equivalent or that will **serve as an elective** (columns 4-8) and sign for each course that you are approving to be considered to be fully credited toward the student’s degree or certificate.

#1 Host Institution Course Number	#2 Host Institution Course Title	#3 Start/End Dates	#4 Valencia Course Number	#5 Valencia Course Title	#6 Gen Ed Reqmt	#7 Credit Hours	#8 E or S?
Advisor Name:		Advisor Signature:			Work Ext.		
Advisor Name:		Advisor Signature:			Work Ext.		
Advisor Name:		Advisor Signature:			Work Ext.		
Advisor Name:		Advisor Signature:			Work Ext.		
Advisor Name:		Advisor Signature:			Work Ext.		
Advisor Name:		Advisor Signature:			Work Ext.		
Dean Name:		Dean Signature:			Work Ext.		

Section 4: Terms of Agreement by Valencia and the Host Institution

1. Student is responsible for making payment arrangements at host school including study abroad programs.
2. Student will be funded through Valencia, and all financial aid records for the period will be maintained in the Financial Aid Office.
3. Student will be responsible for enrollment at the HOST institution and will be required to provide final grades at the close of the term, specified by this agreement to receive financial aid for future terms. Have the official transcript sent to:
4. Student will be required to provide Valencia with confirmation of above enrollment at the HOST institution. **Send a copy of this signed form** to the SAGE office at P.O. Box 3028, Orlando, FL 32802 **or scan and send by email to studyabroad@valenciacollege.edu.**
5. These courses will be subject to Valencia’s Financial Aid Standards of Satisfactory Academic Progress.
6. This agreement is valid only for those courses listed in this agreement. Any changes may require a new agreement be processed.
7. Valencia will require a minimum enrollment level in order to receive financial aid for the term.

Student Signature

Date

Host Institution Financial Aid Officer Signature

Date

Printed Name and Title

Telephone

Valencia Student Financial Assistance Signature

Date

Section 5: Program Attendance Confirmation

The student must obtain a signature to confirm his/her attendance on the last day of the program and fax (407-582-3003) or email (studyabroad@valenciacollege.edu) this form to the SAGE office.

Yes, I confirm that the student named above has completed the study abroad program.

No, this student did not complete the study abroad program. His/her last day of attendance was _____.

HOST Institution Faculty or Administrator’s Name Title

Date