

# WKU Consortium Agreement Application Instructions

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**WKU TopNet**

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Student Services **Financial Aid** Employee Services Personal Information

Financial Aid

Please Note: You have 0 of more certifications to complete.

- Title IX Employee Training
- Student 1098-T Opt In

**STEP 1: Log in to your *TopNet* and select the *FINANCIAL AID* TAB.**

**Click here to review / update your info.**

**Financial Aid Status**  
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

**Eligibility**  
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

**Award**  
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

**Federal Shopping Sheet**  
Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education institutions.

**General Financial Aid**  
Financial Aid Application and Information Links

**E-Mail WKU Financial Aid Office with General Questions**  
You MUST INCLUDE your WKU ID in your email

**PLUS Loan Information**  
If your parent is interested in a PLUS Loan (Parent Loan for Undergraduate Students), he or she can apply by visiting [www.studentloans.gov](http://www.studentloans.gov) and signing in to Complete PLUS Request Process. Please note that the parent will need a valid FSA ID to complete this process. Your parent will be notified immediately of approval or denial and the University will be notified within 24 hours. The PLUS Loan and other financial aid can not exceed the cost of attendance. The cost of attendance is indicated on the award notification and can also be found through your TOPNET account. For additional information, click on the PLUS Loan Information line above.

**WKU On Demand/Financial Aid Request for Registration**  
Request Registration for WKU On Demand Courses to be paid for by Financial Aid.

**Consortium Request**

**Loan Preference**

**Veteran Certification Request Form**

**Waiver of Enrollment for Consortium Students**

**Click here to review / update your info.**

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**Waiver of Enrollment for Consortium Students**  
To allow Consortium Students to waive enrollment.

**Returning Student Scholarship Application**  
To allow returning students to apply for scholarship

**SAP Academic Plan Appointment Scheduler**

**STEP 2: Under the *FINANCIAL AID* TAB, select the *CONSORTIUM REQUEST* option.**

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**Consortium Request**

Terms are displayed in the drop down menu. There are no terms available at this time. Try back in a few days. Click on Return to Menu.

**Term:** Spring 2017

**Visiting School:** South Central Technical Coll

If your Visiting School is not listed above, select a school from the drop down box below.

**Other Visiting School:**

Submit

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**STEP 3:** Select the academic term that you are requesting the consortium agreement for and choose your visiting school from the drop box.

**Important Note:** Keep in mind that consortium agreements are only open to request during certain times each semester. If you do not see the academic term you need from the drop box, then the consortium office is not yet taking or is already finished processing for that term. In those cases, please email [fa.consortium@wku.edu](mailto:fa.consortium@wku.edu) for further information about your options.

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**Consortium Request**

Note: Spring 2017 enrollment begins 14-NOV-2016. The last day to enroll for Spring 2017 Consortium is 01-MAY-2017.

Consortium Agreement	
Semester:	Spring 2017
Name:	John Doe
WKU ID#:	
Social Sec # (for financial aid purposes only):	000-00-0000
Birth Date:	00-WKU-0000
Level:	UG
Degree:	Bachelor of Science
Email:	john.doe@topper.wku.edu
Phone Number:	000-000-0000
School:	South Central Technical Coll
Visiting School hours:	3
Visiting Student ID:(ex:0099999999)	123001234
Please list class name and 3-digit number for the classes.	
Visiting School Class 1: (ex: HON 101)	MATH 117
Visiting School Class 2: (ex: CHEM 103)	
Visiting School Class 3: (ex: HIST 140)	
Visiting School Class 4: (ex: EDU 200)	
Visiting School Class 5: (ex: ART 101)	
WKU hours:	

Linking this for KEEES award only: Select Yes or No. <https://my.wku.edu/>

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**STEP 4:** In the empty cells, type the number of credit hours that you have enrolled into at the Visiting School. Additionally, input the Student ID assigned to you by your Visiting School and the class name and course number for each class that you are taking at the Visiting School.

**Remember:** Provide all required information. Consortium Requests submitted with missing information cannot be processed.

**STEP 5:** Now, answer the following questions: Am I completing this Consortium Agreement in order to increase the amount of my KEES Award? Is the course(s) that I am taking at the Visiting School a part of a Study Abroad program? Would I like to use my Federal Stafford Loans to pay for my tuition charges?

Visiting School Class 5: (ex: ART 101) \_\_\_\_\_  
WKU hours: \_\_\_\_\_ 16

I am completing this for KEES award only: Select Yes or No.  
KEES: No ▾

I am participating in a study abroad program: Select Yes or No.  
Study Abroad: No ▾

I will use my awarded Stafford student loan to pay for the tuition charges. Select Yes or No.  
Student Loan: Yes ▾

**Student Requirements:**

1. The student must be admitted in good academic standing as a degree-seeking student at Western Kentucky University.
2. Western Kentucky University must be listed on the FAFSA/SAR.
3. Students must be enrolled a minimum of 3 credit hours at WKU unless a Waiver of Enrollment (W/E) has been submitted and processed by the office of Student Financial Assistance. Only one Waiver of Enrollment may be submitted per aid year. The W/E is available on our forms page at [www.wku.edu/finaid](http://www.wku.edu/finaid)
4. The student must enroll in classes required for his/her degree program.
5. At the end of the semester/term a COPY of final grades MUST be submitted to the office of Student Financial Assistance. Failure to submit a copy of final grades may delay receipt of future financial aid.

I understand and agree to the Student Requirements listed above.  
 I understand that I can receive financial aid only at Western Kentucky University and I understand and agree to the above requirements. I request that a formal consortium agreement be sent to me for the above listed school. I understand it is my responsibility to take or mail the Consortium Agreement to my visiting school for completion.

Submit

Clicking here is equivalent to your electronic signature

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**STEP 6:** Read information about your *Student Requirements*. If you are in agreeance, check the appropriate boxes and click the *Submit* button.

Visiting School Class 5: (ex: ART 101) \_\_\_\_\_  
WKU hours: \_\_\_\_\_ 16

I am completing this for KEES award only: Select Yes or No.  
KEES: No ▾

I am participating in a study abroad program: Select Yes or No.  
Study Abroad: No ▾

I will use my awarded Stafford student loan to pay for the tuition charges. Select Yes or No.  
Student Loan: Yes ▾

**Student Requirements:**

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2. Western Kentucky University must be listed on the FAFSA/SAR.
3. Students must be enrolled a minimum of 3 credit hours at WKU unless a Waiver of Enrollment (W/E) has been submitted and processed by the office of Student Financial Assistance. Only one Waiver of Enrollment may be submitted per aid year. The W/E is available on our forms page at [www.wku.edu/finaid](http://www.wku.edu/finaid)
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### Consortium Request

You have successfully requested registration for Consortium. If your request is denied, the Financial Aid office will contact you via your WKU email address. Click Return to Menu

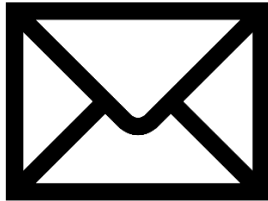
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**Congratulations! You have successfully submitted your Consortium Request on *TopNet*.**

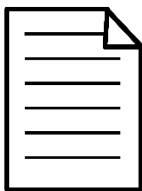
## What Happens Next?



**STEP 7:** After 5-7 business days, check your *TopperMail* account. Our office will e-mail the completed Consortium Request form to you.



**STEP 8:** Once you receive the completed form, you will print off a copy of the form and take it to your Visiting School. The Visiting School will need to sign and certify your class enrollment.



**STEP 9:** Return the signed form to WKU either via scanning and emailing it to [fa.consortium@wku.edu](mailto:fa.consortium@wku.edu) or bringing it in person to your closest WKU campus (Regional campus students may turn in their consortium agreements to each respective campus office).