



## Consortium Checklist

Once students have completed the above transfer process the following additional steps are required to share FAFSA funds between WKU and another institution simultaneously:

- Student must be admitted in good academic standing as a degree-seeking student at Western Kentucky University.
- Western Kentucky University must be listed on the FAFSA (SAR)
- Unless prior arrangements have been made with the financial aid office, student must be enrolled for a minimum of three credit hours at WKU.
- Classes must be scheduled at both institutions in order to proceed, and the student must be enrolled in classes required for his/her degree program.
- The Consortium request can be found on the Student Services tab of their TopNet account, then by clicking on Financial Aid> Consortium Request.
- This request is received by the Financial Aid Office and is used to generate a Consortium Agreement. If a student wishes to attend more than one visiting school, he/she will need to submit the Consortium Request separately for each visiting school. **The Consortium Agreement, which you must take to your visiting school, will be sent as an attachment to your WKU topper email once your Consortium Request has been processed.**
- At the end of the semester/term, **an official transcript must be submitted** to the office of Student Financial Assistance. Failure to submit an official transcript of final grades may delay receipt of future financial aid.



**Apply for admission:** [www.wku.edu/apply](http://www.wku.edu/apply)

**WKU Transfer Office:** [www.wku.edu/transfer](http://www.wku.edu/transfer) | 270-745-2178

**WKU Admissions Office:** [www.wku.edu/admissions](http://www.wku.edu/admissions) | 270-745-2551

**WKU Financial Aid:** [www.wku.edu/financialaid/](http://www.wku.edu/financialaid/) | 270-745-2755