



Financial Aid Consortium Agreement Checklist

This checklist is designed to assist Johns Hopkins University students considering taking courses at another school and who would like to receive financial aid from JHU for the classes.

Before submitting the consortium agreement

STEP 1: Confirm Financial aid application for JHU is complete

- Ensure all JHU required financial aid documents are completed by reviewing your SIS to-do list

STEP 2: Meet with Academic Advising

- Meet with your JHU Academic advisor to confirm that the coursework you intend to take at the host institution will fulfill your degree requirements at JHU
- Ensure that you will be taking a minimum of 6 credits at the host school
- Request a completed Transfer course Pre-approval from your JHU academic advisor if the coursework is approved.

STEP 3: Meet with the host school

- Confirm when tuition and fees are due. If payment is due before financial aid is disbursed at JHU, you may be obligated to pay the host school before receiving financial aid.
- Request Billing statement from the host school.

Submitting your request

STEP 4: Submit the following documents

- Completed consortium agreement
- Billing statement from the host institution via SIS upload
- Transfer Course Pre-Approval Request Form completed and signed by JHU Academic Advisor via SIS Upload

After your request is submitted, the form is electronically sent to the host school financial aid advisor for completion of the host institution section. It is then sent to your JHU Financial aid advisor for completion of the home institution section. The signed form is then sent to the Consortium Coordinator for final approval. Deadline for submission is 10 days before the end of the term.

After approval

STEP 5: You will receive an e-mail to confirm your consortium agreement has been approved and a Financial Aid refund will be issued to you.

- Utilize the refund from JHU to pay the bill at the host school
- Maintain enrollment in registered courses