

## **2025-2026 Financial Aid Consortium Agreement Instructions**

This consortium agreement is to be used by students attempting to receive a degree program from Pamlico Community College that wishes to take coursework at another institution and have those completed credits applied to their program of study at Pamlico Community College.

**NOTE:**

- \* Financial aid will not pay for course obtained outside of the students program of study.
- \* Satisfactory Academic Progress (SAP) must be maintained at both institutions.
- \* It is the student's responsibility to request and submit an official transcript from the Host school to PCC after the semester has ended.

In order for the attached Financial Aid Consortium Agreement to be processed by the Pamlico Community College Financial Aid Office you must:

1. Register for your courses at PCC and the host institution.
2. Complete the student section.
3. Take the Consortium Agreement to the host intuition. The Financial Aid Administrator there must complete the "Visiting Institution Section".
4. Take the consortium agreement to your PCC academic advisor for completion of the "Pamlico Community College Advisor Section".
5. Return the Consortium Agreement to the Pamlico Community College Financial Aid Office. You MUST attach the applicable term's proof of registration/fee statement from the host institution.
6. To receive Financial Aid for the classes taken at a host institution you must submit an official transcript to the Pamlico Community College Financial Aid Director for proof of completion of the course(s).

**Without the registration/fee statement and all three sections complete, the Consortium Agreement will be returned to you unprocessed.**

