

### **What is a Consortium Agreement?**

A Consortium Agreement is a binding agreement between eligible schools which enables Temple University students to receive various types of aid from Temple University while being enrolled as a visiting student at another institution. Temple University remains your Home Institution while the visiting school is referred to as the Host Institution. All components of the Consortium Agreement must be completed in full before the agreement will be processed and not all Host Institutions will participate. *If the Host Institution does not participate, Temple University cannot process financial aid for the semester during which the student attends the Host Institution.*

When a Temple University student plans to study as a visiting or non-matriculating student at another college or university for summer sessions or for a semester or two during the academic year, the student may be entitled to receive certain types of financial aid. Generally, if the institution the student plans to attend enters into a Consortium Agreement with Temple University the student may be eligible for the same financial aid considerations they would be entitled to if enrolled at Temple for the same period. Consortium Agreements may be used for both domestic and international programs.

### **Instructions:**

1. Student must confirm that the Host Institution will participate in a consortium agreement. Educational institutions are not required to participate in such an agreement. *If the Host Institution does not participate, Temple University cannot process financial aid for the session(s)/semester during which the student attends the Host Institution.*
2. For international programs, students must have the Host Institution complete the Temple University Consortium Agreement and return it to per the instructions listed below. It is important to check with the Host Institution for processing time requirements to ensure the agreement is sent to them in enough time.
3. For domestic programs, students must have the Host Institution complete the Temple University Consortium Agreement and return it to the Student Financial Services following the instructions listed below. It is important to check with the Host Institution for processing time requirements to ensure the agreement is sent to them in enough time.

### **Process:**

Students must have the separate academic permission form approved and completed by their school's academic advising unit before financial aid will be reviewed and processed.

Check with the Host Institution for all billing schedules. If payment is due to the Host Institution prior to the financial aid disbursing at Temple University, the student is obligated to make appropriate arrangements with the Host Institution for payment. Be aware that financial aid will be disbursed based on Temple University's disbursement schedule. Financial aid cannot be disbursed to a student account if there are missing financial aid requirements; therefore be sure to review the Self-Service Banner student account in TUPortal periodically. Financial aid cannot be disbursed to a student account if a student has a prior term balance; balances must be paid in full prior to participating in the consortium agreement.

Financial aid funding will be sent in the form of a paper check directly to the Host Institution per the Consortium Agreement and this process can take several weeks. **NOTE:** Host Institutions are required to contact Student Financial Services (SFS) if there are any changes to the student's enrollment after completing this Consortium Agreement due to the impact enrollment has on financial aid eligibility.

Students that borrow loans that are sent to Temple University in check form (i.e. NJ Class) should complete a "Power of Attorney" form. This will enable a third party, such as the parent(s), to endorse loan checks in the event they arrive after the student has departed for the Host Institution. You can obtain a "Power of Attorney" form in Education Abroad or Bursar Office (115 Carnell Hall).

**Temple University Student Consortium Agreement  
Academic Year 2022-2023**

This form provides the legal basis required by the U.S. government for Temple to process Federal/State financial aid for a student matriculated at Temple but studying at another university or college for a summer session or one or more academic semesters.

Student's Name: \_\_\_\_\_ TUID: \_\_\_\_\_

Host Institution: \_\_\_\_\_ Domestic: \_\_\_\_\_ International: \_\_\_\_\_

Program Enrollment Dates: \_\_\_\_\_

The Host Institution agrees to provide an academic transcript for the above student to Temple University at the end of his/her program of study upon the written request of the student. The Host further agrees to notify Temple University if the student withdraws or changes his/her enrollment status. Temple University agrees to accept previously approved satisfactory work toward completion of Temple University degree requirements and agrees to send eligible aid directly to the Host Institution.

**To the Host Institution:**

- Temple University sends student aid directly to Host Institutions via check only.
- Please complete and submit the attached Host Institution Payment Request form with the appropriate payment information for your institution.
- Student Enrollment/Number of Credits: (Financial aid may be adjusted based on enrollment status and tuition changes.)

|   |   |
|---|---|
| <b>Fall 2022 Semester (# of credits):</b>   | <b>Spring 2023 Semester (# of credits):</b> |
| <b>Summer One 2023 (# of credits):</b>  | <b>Summer Two 2023 (# of credits):</b>      |
| <b>Based on the number of credits listed above, does your institution consider the student enrolled full-time? (Yes/No)</b> |   |

- Please indicate in the **appropriate space** the Student Expenses at the Host Institution for all enrolled periods: (Please report expenses in U.S. dollars and estimate expenses not directly billed by your institution.) **Worksheets from host institutions with various programs are not acceptable.**

|                         |                     |                           |                  |
|-------------------------|---------------------|---------------------------|------------------|
| <b>Tuition only: \$</b> | <b>Fees: \$</b>     | <b>Housing: \$</b>        | <b>Meals: \$</b> |
| <b>Books: \$</b>        | <b>Supplies: \$</b> | <b>Transportation: \$</b> | <b>Other: \$</b> |
| <b>Total: \$</b>        |                     |                           |                  |

Signature for the Host Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

- Email completed consortium agreement to [sfs@temple.edu](mailto:sfs@temple.edu) attention: **Consortium Agreement**

**Temple University Student Consortium Agreement  
Academic Year 2022-2023**

Host Institution Payment Information – **CHECK PAYMENT ONLY**

To be completed by the Host Institution. Please type or print legibly the payment information for your institution/program to ensure Temple University has the correct contact and mailing information.

Student's Name: \_\_\_\_\_ TUid: \_\_\_\_\_

Host Institution: \_\_\_\_\_ Domestic: \_\_\_\_\_ International: \_\_\_\_\_

Program Enrollment Dates: \_\_\_\_\_

**Check Payment Recipient Name:**

**Check Payment Address:**

**Contact Person's Full Name, Telephone Number and Email Address:**

Email completed consortium agreement to [sfs@temple.edu](mailto:sfs@temple.edu) attention: *Consortium Agreement*

**Temple University Consortium Agreement Bank Wire Form**

*This form is only for international wire payments.*

**To be completed by the Host Institution.**

Student Name: \_\_\_\_\_ Temple ID # \_\_\_\_\_  
Host Institution: \_\_\_\_\_  
Host Institution Contact Person: \_\_\_\_\_ Tel # \_\_\_\_\_  
Host Institution Email Address: \_\_\_\_\_  
Program Enrollment Dates: \_\_\_\_\_  
  
Bank Account Name: \_\_\_\_\_  
Bank Account number: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
Swift code: \_\_\_\_\_  
IBAN number: \_\_\_\_\_

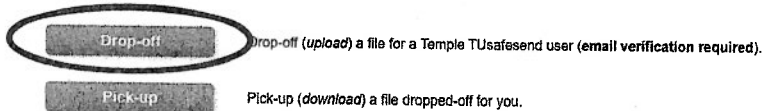
**THIS FORM WILL ONLY BE ACCEPTED VIA TUSAFESEND DUE TO THE SENSITIVE INFORMATION BEING DISCLOSED.**

**Step # 1:** Go to <https://tusafesend.temple.edu/>

**Step #2:** Select the option for **"Drop-Off"**. *This option is for non-Temple entities who do not have an AccessNet username.*

Log in above with your AccessNet username and password to access all TUsafesend features.

If you do not have an AccessNet account, you can access the following functions:



**How to use TUsafesend**

TUsafesend is a resource that makes it easy to securely send and receive files from within and outside the University. Note that files are automatically deleted from TUsafesend 14 days after you upload them, so you don't have to manually clean up. To get started:

- Log in with your Temple AccessNet account and password and click the *Drop-off* button to send files to anyone.
- If you do not have an AccessNet account, you can send files to Temple community members if you know their email address. Start by clicking the *Drop-off* button.
- If you have a Temple AccessNet account and wish to ask anyone outside the University to send you files, log in and click the *Request a Drop-off* button. This method will make the process a lot easier and quicker for them because they will not have to go through a verification process.

For additional help, see the TUsafesend webpage. To see how TUsafesend works, you can also preview a short video on your PC or Mac or on your iPad. If you need further assistance with using TUsafesend, contact the Information Technology Services Help Desk at TUhelp or 215-204-8000.

**Step #3:** Enter your information below. Bypass the Request code section. You will be sent a confirmation email.

Home Login

**Information about the Sender**

If you have been given a "Request Code" then just enter it here and click the button at the bottom of this form.

Request Code:

→ If you do not have a "Request Code" then please complete the rest of this form:

Your name:  (required)

Your organization:  (required)

Your email address:  (required)

I now need to send you a confirmation email.  
When you get it in a minute or two, click on the link in it.

Home Login

Now wait for the email message from the TUsafesend to arrive and click on the link in it.  
You may close this window.  
You will be directed to the main menu in a moment.

**Step #4:** Below is an example of the email. It will have a link for you to click.

[TUsafesend] You are trying to drop-off some files 🔍 Inbox ✕

TUsafesend <TUsafesend@temple.edu>  
to me ▾



Automated message from the Temple University TUsafesend service.

Name: [REDACTED]  
Organization: [REDACTED]  
Email: [REDACTED]@gmail.com

You have asked us to send you this message so that you can drop-off some files for someone.


IGNORE THIS MESSAGE IF YOU WERE NOT IMMEDIATELY EXPECTING IT!

Otherwise, continue the process by clicking the following link (or copying and pasting it into your web browser):


→ <https://tusafesend.temple.edu/dropoff.php?auth=0b284853159b3f8d64358116604e37b1>

Step #5: Via this page you will now be able to upload the bank wire form and email it to [refunds@temple.edu](mailto:refunds@temple.edu). Make sure to upload the document then select "Drop Off Files".

**Please note this is the only email address authorized to accept banking information. Do not send this sensitive form to any other Temple email address.**

 **TEMPLE**  
UNIVERSITY

**TUsafesend**  
- secure file transfer -



Home

Login

This web page will allow you to drop-off (upload) one or more files for a Temple TUsafesend user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

Send e-mail message to recipients  
 Send an email to me when the recipient picks up the file(s).

To:

Short note to the Recipients

0 / 1000

Choose the File(s) you would like to upload

File 1:  No file chosen

Description:

File 2:  No file chosen

Description: