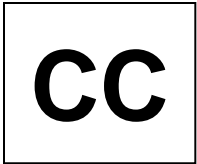


Student ID # _____
Student Name _____



Consortium Agreement Checklist

DOMESTIC PROGRAM CHECKLIST

This checklist is designed to assist Liberty University students considering a domestic study program at a school other than Liberty University. Students may use the checklist to ensure that they complete all of the required steps for the academic program they wish to attend. Forms that must be completed are in **bold**.

Step 1: Collect Information

- Collect detailed contact, financial, and academic information on the academic program from the host school (other institution). This information is very important for completing this process.

Step 2: See CASAS Academic Advisor (DeMoss, 2nd Floor)

- ONLY necessary if Major is currently designated as 'Undecided' at Liberty University

Step 3: See Registrar (North Campus, Student Service Center)

- Complete the online Form **Request to Take Courses at Another Institution** (RTTAC)
** If you need federal student aid, be sure to check the Consortium box on the form*
- Verify Registrar approves courses to ensure they apply to current Liberty University DCP
- Visit dean for specific course approvals, per Registrar instruction*
**May not apply to all students*

Step 4: See Financial Aid (North Campus, Student Service Center)

- Complete **Consortium Agreement**
- Deliver completed consortium agreement to the host school's financial aid office (provide Liberty University Financial Aid Processor's contact information to host school to have the agreement returned to Liberty University via fax or email)

Once the Consortium Agreement is received back from the host institution, Liberty's Financial Aid Office will process the agreement, set up aid eligibility for the term of the consortium, and email the student to confirm the process is complete.

Please Note: The forms listed above assist the student in the process of applying for an academic program. Completing this list does not ensure that the desired program will be approved by Liberty University.