Consortium Agreement Instructions

The attached consortium agreement is required if you want the coursework you are taking at another college used in calculating your financial aid eligibility at SUNY Upstate Medical University. You must submit the completed consortium agreement and supporting documentation to the Office of Financial Aid at SUNY Upstate Medical University before Upstate’s first day of classes.

You must have prior authorization from your academic advisor to take classes at another institution while you are enrolled at SUNY Upstate Medical University. The coursework you take at another college while enrolled at Upstate Medical University must not be a prerequisite for your program of study and must count toward degree requirements for your program of study.

In addition to the consortium agreement, you must also submit the following documents to Upstate’s Office of Financial Aid:

- Authorization from your advisor to take coursework at another college while enrolled at SUNY Upstate Medical University.
- A copy of your class schedule for the term covered by the consortium agreement
- A copy of your bill from the other college for the term covered by the consortium agreement

You are responsible for paying the other college by their payment due date. There is no guarantee that you will have your financial aid funds from Upstate in time to make the other college’s payment due date or to purchase books and supplies.

You must have an official transcript sent to the Registrar’s Office at Upstate at the end of the academic term of the consortium agreement. Future financial aid may be delayed if the academic transcript is not received before the first day of classes of the semester following the term specified in the consortium agreement.

Contact the Office of Financial Aid at 315.464.4329 with any questions.