

# Consortium Agreement Policy

## Consortium Agreement Policy

The Dallas Institute of Funeral Service participates in a consortium agreement with Gupton-Jones College of Funeral Service and Mid-America College of Funeral Service. This agreement allows Dallas Institute students to take certain approved courses at these partner institutions while remaining enrolled as degree-seeking students at Dallas Institute.

### Student Status

Students always remain enrolled at Dallas Institute of Funeral Service as their home Institution. Coursework taken through a partner institution is treated as if Dallas Institute offered it. The only change students may notice is that the “course shell” may list the host institution. This does not affect financial aid, degree progress, or academic standing.

### Financial Aid and Bursar

- Dallas Institute is responsible for processing and disbursing all Title IV financial aid.
- Credits earned at the host institution are included in enrollment status for aid purposes.
- Students will be billed by Dallas Institute for all tuition and fees, including consortium coursework.
- There are no additional costs associated with consortium participation.

### Course Approval

- Courses taken at a host institution are approved as equivalent and applicable toward the students' Dallas Institute program of study through the Articulation Agreement(s).

### Process

1. Dallas Institute identifies when a consortium course is required.
2. The Registrar's Office completes the **Consortium Student Addendum Form** and will send it to the student.
3. The student reviews and confirms the form.
4. Dallas Institute will make any enrollment and/or financial aid adjustments.

### Academic Records & Progress

- Final grades are reported from the host institution to Dallas Institute.
- Approved credits are applied to the student's degree audit.
- Courses count toward Satisfactory Academic Progress (SAP) evaluation.

### Termination of Agreement

If the consortium agreement is terminated, Dallas Institute and its partners will honor the terms of the agreement for students currently enrolled in consortium courses until the end of that academic quarter.

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## Student Support

Students with questions about consortium courses should contact:

- **Academic Advising** for course planning.
- **Registrar's Office** for enrollment and transfer credit.
- **Financial Aid Office** for aid eligibility.
- **Bursar's Office** for tuition and fees billed.