

**Consortium Addendum  
for the  
Agricultural Operations Consortium Agreement  
between  
Michigan State University  
Kellogg Community College**

**May 2017 Consortium Agreement Item E3 states:**

"MSU and Kellogg Community College agree to cooperate in the administration of financial aid for concurrently enrolled students. Kellogg Community College agrees to administer financial aid for eligible students while they are completing courses required to earn an IAT certificate, while concurrently enrolled at Kellogg Community College and MSU. The MSU Coordinator will verify to the Kellogg Community College Financial Aid Office the specific MSU courses fulfilling these certificate requirements for a certificate in one of the Programs. The guiding operational principle is that Kellogg Community College will act as the home institution, and MSU as the host institution, during the period of time students are completing the requirements for a certificate in one of the Programs. Kellogg Community College agrees to administer financial aid for eligible students completing Associate of General Studies requirements beyond those required for completion of a Program."

**Consortium Addendum Item E3 change to:**

Prior to being admitted into Michigan State University (MSU) coursework Kellogg Community College (KCC) will assume the responsibility of processing, awarding and disbursing financial aid for those students who qualify for aid. Accordingly, KCC will be responsible for monitoring student eligibility, monitoring satisfactory academic progress, refund/repay calculations, record retention and reporting including the National Student Loan Data System (NSLDS) and Fiscal Operations Report and Application to Participate (FISAP).

When students are admitted to the Program at both institutions and begin MSU course work, MSU will assume the responsibility of processing, awarding and disbursing financial aid, to the extent that the students are eligible at MSU for financial assistance as a part of the broad consortia commitment of the Program. MSU also will assume primary responsibility for Monitoring student eligibility, monitoring satisfactory academic progress, refund/repay calculations, in addition to record retention and reporting the combined enrollment at both MSU and KCC to the NSLDS and FISAP.

The guiding operational principle is that MSU will act as the home institution and KCC as the host institution during the period of time the student is completing the requirements for the certificate program.

Once students complete the MSU certificate program, KCC will then process the financial aid and monitor record retention and reporting including the NSLDS and FISAP for any student still matriculating at KCC to complete the associate degree.

Under this Agreement, the responsibility for administering outside scholarships awarded to the student will be a shared arrangement. Generally, outside scholarship funds will be sent to and processed by MSU. In most cases, the administration of local promise zones will be processed by KCC. MSU will be notified of any scholarship that is not processed by MSU.

The MSU IAT coordinator at KCC will provide a list of students and the courses they are enrolled in for both MSU and KCC to both financial aid offices.

Financial aid refunds received by students through MSU must be used to help cover the costs of tuition, fees, and other educational related expenses for coursework at KCC.

All other requirements in the consortium agreement are still applicable.

Therefore, in support of the Programs, Michigan State University and Kellogg Community College are signatories to this Consortium Addendum, which will take effect upon the last dated signature.

Agreement signed: May 24, 2018