# Consortium Agreement/Dual Enrollment Checklist

1. __ Complete the consortium agreement. It is available online at http://www.students.uidaho.edu/finaid or at the UI Coeur d'Alene center. *The consortium agreement is required only if you are receiving financial aid. If not, proceed to step 2.*

• Return the consortium agreement to the LCSC Cd'A center. The visiting school information will be completed and the form will be sent back to UI.

2. __ Complete the application process at visiting school. (LCSC non-degree seeking application)

3. __ **Register** for the course at the visiting institution. LCSC Cd'A will guide you through registration. (Completion of the consortium agreement does not enroll you in the course.)

4. __ IMPORTANT! Once you have paid full time UI fees, fax or email the following information to Debbie Leachman in the Controllers Office at Lewis-Clark State College. UI students can access their student account charges and payments at vandalweb.uidaho.edu

You will need to include:

•Proof that you were charged and paid for **full time** UI fees

•Proof that there is a zero balance on your account

Email or fax to:
dleachma@lcsc.edu
fax: 208.792.2174
phone: 1.800.933.5272 ext. 2203

* *Students paying full time fees may be eligible for a fee reduction. Part time students must pay the regular fee rate. In state fees are waived. Students are responsible for any course fees associated with the class.*

**In order to avoid late fees all course fees must be paid in full by the last day to pay without penalty. Check out http://www.lcsc.edu/controllersoffice for payment due dates.*