

NON-DEGREE STUDENT EXCEPTION STATEMENT

Student Name: _____ **Student ID:** _____

According to the Registrar's Office you are currently enrolled as a **non-degree** student. Federal regulations require that a student be enrolled for the purpose of obtaining a degree or in an approved certificate program offered by the institution in order to receive federal financial aid funds. Federal funds include the Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Work-Study, Subsidized and Unsubsidized Stafford Loans, ACG, SMART, and TEACH Grants, and the PLUS Loan. Please complete this form to determine if you qualify for an exception to this regulation.

STEP ONE: Determining if you qualify for an exception based on your non-degree status (only check one)

- I am enrolled at least half-time in a required elementary or secondary **teacher's certification** or re-certification program meeting the requirements listed below.
- Other requirements:
 - *The student must be enrolled in coursework required for elementary or secondary teacher certification or recertification in the state where the student plans to teach.*
 - *The student is not enrolled in optional courses that the student elects to take for professional recognition or advancement, or courses that the school recommends, but are not required for certification.*
 - *A letter from the school's principal or an appropriate supervisor stating that the student must complete the required courses for teacher certification should accompany this form.*
 - *The student cannot check this category if enrolled in the primary program as a Rank 1 certificate seeking student. Students enrolled as a Rank I are not eligible for federal financial aid.*
 - *Independent students are eligible for the fifth-year senior undergraduate Stafford loan limits of up to \$5,500 subsidized and \$7,000 unsubsidized. Dependent students are eligible for the fifth-year senior undergraduate Stafford loan limits of up to \$5,500 subsidized, but are **NOT** eligible for the add'l \$2000 unsubsidized award.*
- Which teaching certificate are you seeking? _____ Go to Step 2.
- I am enrolled at least half-time in **pre-requisite** courses necessary for me to be admitted to an eligible **undergraduate** degree program.
- For a period of up to one year, independent students are eligible for the fifth-year senior undergraduate Stafford loan limits of up to \$2,625 subsidized and \$6,000 unsubsidized. Dependent students are eligible for the fifth-year senior undergraduate Stafford loan limits of up to \$2,625 subsidize, but are **NOT** eligible for the additional \$2000 unsubsidized award.
- Which degree or approved certificate program do you plan to enroll? _____ Go to Step 2.
- Have you previously received federal aid for completion of pre-requisite coursework at U of L or another college/university? No Yes
- I am enrolled at least half-time in **pre-requisite** courses necessary for me to be admitted to an eligible **graduate** degree program.
- For a period of up to one year, independent students are eligible for the fifth-year senior undergraduate Stafford loan limits of up to \$5,500 subsidized and \$7,000 unsubsidized. Dependent students are eligible for the fifth-year senior undergraduate Stafford loan limits of up to \$5,500 subsidized, but are **NOT** eligible for the additional \$2000 unsubsidized award.
- Which degree or approved certificate program do you plan to enroll? _____ Go to Step 2.
- Have you previously received federal aid for completion of pre-requisite coursework at U of L or another college/university? No Yes
- I am enrolled in a **non-degree** program and do not qualify to check one of the categories indicated above.
- *You are not eligible for federal student aid. Please contact our office to discuss alternative sources of aid.*
- I am enrolled in a **degree-seeking** program. The Registrar's records have been updated to reflect my degree-seeking status. Please continue processing my federal student aid application.
- Which degree or approved certificate program are you enrolled? _____ Skip to Step 5.

Student Name: _____ Student ID: _____

STEP TWO: List courses below for the term indicated. This must be done for each additional semester you are enrolled as a non-degree student.

I am enrolled in the courses listed below for the: fall / spring / summer _____
(circle the appropriate term) (year)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STEP THREE: Certification by Authorized School Official (academic advisor or other appropriate person)

As an authorized official, I certify that: (check one)

- The student official enrollment reflects the courses listed above.
- The courses listed above are required in order for the above named student to obtain his/her teacher certification/re-certification. A letter from the school's principal or an appropriate supervisor stating that the student must complete the required courses for teacher certification should accompany this form.
- The above named student's admission into the program indicated above is contingent upon completion of prerequisite courses listed above. I certify that neither GPA nor exam scores prevented their admission into the program above, and that the prerequisite courses are not core requirements of the degree program.

Authorized Official's Name (**PLEASE PRINT**)

Date

Authorized Official's Signature

Authorized Department

Title

Phone Number

College

STEP FOUR

Have you received federal aid in a non-degree status at another college or university? No Yes

STEP FIVE: Student Certification (check one)

- I certify that the information on this form is correct, that the courses I am enrolled in (as listed above) are necessary in order for me to obtain my teacher certification/re-certification. I also understand that I must submit an additional form as I enroll in each additional semester as a non-degree student.
- I certify that the information on this form is correct, that the courses I am enrolled in (as listed above) are necessary in order for me to be admitted into a degree program. I also understand that I must submit an additional form as I enroll in each additional semester as a non-degree student.
- I certify I have updated my student records and that I am currently enrolled in a degree-seeking program.

Student's Signature

Date

Office Use Only - NODEG

Current Academic Level _____

New Academic Level _____

Date _____

Awarded: Fall Only Spring Only

Summer

Staff Initials _____