

Do not submit this form directly to Student Financial Aid!

Read this entire form and follow the instructions closely. Failure to follow the instructions may result in unnecessary delays in determining your financial aid eligibility.

SECTION I: STUDENT INFORMATION

_____	_____	_____	_____
Last name	First name	M.I.	BGSU ID number
_____			_____
Address (include apt. no.)			Phone number (include area code)
_____	_____	_____	_____
City	State	Zip Code	BGSU e-mail address

List the number of credit hours you plan to attempt for each semester:

Summer 2009 _____ hrs. Fall 2009 _____ hrs. Spring 2010 _____ hrs.

SECTION II: PROGRAM OF ENROLLMENT

Please check the boxes and fill in as appropriate to your situation.

1. I am a degree holder enrolled as a guest student and taking coursework to fulfill teacher licensure or teacher certification/licensure renewal requirements.

Teaching Area: _____
(Indicate new **teacher** licensure area and/or **teacher** certification/licensure renewal area.)

Check one:

- A. I am currently employed in a public or non-tax school under a provisional or professional teaching, administrative, or pupil service license.
- B. I am not currently employed as a teacher, administrator, or pupil services professional or I am employed in a public or non-tax school, but not under a provisional or professional teaching, administrative, or pupil service license (e.g., as a substitute teacher).

2. I am a degree holder enrolled as a guest student taking coursework for Administrative or Professional Pupil Services licensure AND I am using my coursework to fulfill requirements for teacher certification/licensure renewal.

Enrolled Program: _____

Teacher Certificate/Licensure Area: _____

Check one:

- A. I am currently employed in a public or non-tax school under a provisional or professional teaching, administrative, or pupil service license.
- B. I am not currently employed as a teacher, administrator, or pupil services professional or I am employed in a public or on-tax school, but not under a provisional or professional teaching, administrative, or pupil service license. (e.g., as a substitute teacher).

NOTE: IF YOU CHECKED 1A. OR 2A. IN SECTION II , YOU ARE REQUIRED TO ATTACH DOCUMENTATION (LETTER, MEMO) FROM YOUR LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) VERIFYING THAT THE COURSE(S) TO BE TAKEN HAVE BEEN APPROVED OR WILL BE APPROVED FOR TEACHER LICENSURE RENEWAL.

- If you checked either box 1 or 2 return this form and associated documentation to the attention of Dr. Becky W. Pissanos, College of Education and Human Development (EDHD), Office of Student and Academic Services, Room 365 Education Building (fax 419-372-7484). Please do not submit this form directly to Student Financial Aid; EDHD will forward it for you once your status has been verified.
- If your situation is not addressed in numbers 1 or 2 (i.e. you did not check numbers 1 or 2), you should NOT submit this form to the College of Education and Human Development. Please refer to the third page of this form for information regarding financial aid eligibility.

SECTION III: STATEMENT OF CERTIFICATION

By signing below I certify the information provided by me on this form is correct. By signing this form I am also indicating that I have read and understand the information provided on page three of this form, Guest Student/Non-Degree Supplement:

Student Signature

Date

SECTION IV: VERIFICATION OF EDUCATOR LICENSURE (to be completed by EDHD)

I certify this student is taking coursework that fulfills requirements for K-12 licensure or certification/licensure renewal in the State of Ohio.

The student's enrollment status in PeopleSoft appears to be accurate and has not been changed.

The student's enrollment status has been updated in PeopleSoft.

Previous Program Code: _____

Revised Program Code: _____

The student's responses/enrollment status does not appear to fit the intent of this form.

ADDITIONAL COMMENTS:

Becky W. Pissanos, Ed.D.
Director of Accreditation and Licensure
College of Education and Human Development

Date

DEGREE HOLDER GUEST/NON-DEGREE STUDENT SUPPLEMENT

WHO IS ELIGIBLE FOR AID?

Federal regulations require, with some exemptions, that a student must be enrolled in an eligible academic program for the purpose of obtaining a degree or approved certificate program offered by a school.

A student not enrolled in a degree or approved certificate program is not eligible to receive federal financial aid.

NON-ELIGIBLE FEDERAL AID SITUATIONS

You would not be eligible for Federal Direct Loans if you are taking classes to raise your GPA in order to be admitted into a graduate program, waiting to be admitted into graduate school, or the school is waiting for your GRE test scores. If you will not be officially admitted into your graduate school program, you will not be eligible for Federal Direct Loans.

If a student is categorized as a non-degree guest student and your program/situation is not defined within this document, you will not be considered for federal financial aid programs. (see OPTIONS)

TEACHER CERTIFICATION/LICENSURE COURSEWORK

A student may receive Federal Direct Loans if enrolled at least six credit hours in a required teacher certification/licensure program. To qualify, the program must be required for K-12 teacher certification/licensure or renewal/re-licensure in the State of Ohio.

A student cannot receive a Federal Direct Loan for optional courses the student elects to take for professional recognition or advancement, and courses recommended by the school but not required for certification/licensure or renewal/re-licensure.

Students who believe they qualify for federal aid under the teacher certification/licensure or recertification/re-licensure programs should complete the Degree Holder Guest/Non Degree form at www.bgsu.edu/offices/sfa/documents.html. Additional instructions regarding this process are found on the form.

PREPARATORY COURSEWORK

A student may apply for a Federal Direct Loan for coursework the school has documented is necessary to enroll in an eligible program. The student must be at least half time which is six semester hours in these prerequisite courses, and will continue to be eligible for loans for one consecutive 12-month period. Students taking preparatory coursework trying to enroll in a graduate or professional program may borrow at the fifth-year undergraduate loan level if you meet the example below.

For example: You have a bachelor's degree, with a major in mathematics. You now want to enroll in a graduate computer science program. You need 12 or more semester hours of computer science coursework to meet the admissions requirements. Since the coursework is necessary for enrollment in a graduate program you may receive a Federal Direct Loan for this coursework.

There are no other variation interpretations to qualify for federal aid under the preparatory coursework category.

Students who believe they qualify for federal aid under the preparatory coursework program should contact Jackie Tracy within Student Financial Aid at 419-372-2655 or jstracy@bgsu.edu.

PRINCIPALSHIP OR SUPERINTENDENCY COHORT LEADERSHIP ACADEMY PROGRAMS

Students enrolled in the Principalship or Superintendent Cohort Leadership Academy programs *may* be eligible to receive federal financial aid if utilizing the program for teacher certification/licensure renewal.

Students who believe they qualify for federal aid under the Principalship or Superintendent Cohort Leadership Academy programs should complete the Degree Holder Guest/Non Degree form at www.bgsu.edu/offices/sfa/documents.html. Additional instructions regarding this process are found on the form. If you elect to take the Principalship or Superintendent Cohort Leadership Academy programs for personal professional recognition or advancement, you would not be eligible for federal financial aid programs. The program must be teacher certification/licensure renewal related.

ENROLLMENT INFORMATION

Students taking coursework within Teacher Certification/Licensure, Preparatory Coursework, or Principalship or Superintendent Cohort Leadership Academy Programs defined programs must be registered for at least 6 credit hours in order to receive Federal Direct Loans.

Students taking coursework for a P-12 Reading Endorsement will not be eligible for Federal Direct Loans unless the coursework is teacher certification/licensure renewal related.

LOAN AMOUNTS

The Federal Direct Loan amounts that students can borrow under the teacher certification and preparatory coursework programs are up to \$5,500 in subsidized and \$7,000 in unsubsidized loans. These are undergraduate loan limits even if you are paying graduate school fees.

Prior federal loan borrowing may reduce what you can borrow within these programs since you are restricted to undergraduate lifetime borrowing limits.

OPTIONS

If you do not qualify for federal loans, you may attempt to secure a private non-federal alternative loan. BGSU accepts and works with all private non-federal alternative loan providers. Students are encouraged to explore their options and find the loan that best meets their needs. BGSU is pleased to offer a link to FastChoice, a private loan comparison tool at <http://www.bgsu.edu/offices/sfa/>