



BOWLING GREEN STATE UNIVERSITY

Student Financial Aid

Guest Student or Non-degree Graduate Review Form 2011-2012

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

Form with fields for Last Name, First Name, M.I., BGSU ID Number, Address, Phone Number, City, State, Zip Code, BGSU e-mail address, Bachelors degree, (Degree Title), and (Date Conferred).

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

Summer 2011 _____ hrs. Fall 2011 _____ hrs. Spring 2012 _____ hrs.

SECTION II: PROGRAM OF ENROLLMENT

Please check box 1. or 2. below as is appropriate to your situation/enrollment and provide supporting documentation as indicated:

- 1. I am a degree holder enrolled as a guest/non-degree graduate student and taking coursework to fulfill initial teacher licensure or teacher certification/licensure renewal requirements (Note: Coursework for advanced licenses [including endorsements] is not eligible)

Complete either A or B and C below

A. Desired Initial Teaching Area: _____ (Indicate new teacher licensure area)

If pursuing initial licensure through the Ohio Department of Education [ODE] Alternative Paths to Teacher Licensure route, please place check in the box at the end of this statement and attached copy of ODE documentation []

Proceed to 1.C.

B. Renewal Teaching Area: _____ (Indicate certification/licensure area renewing; Note: Does not include renewal of advanced licenses or endorsement)

Proceed to 1.C.

C. After completing A. or B. above, check one of the following:

- (1) I am currently employed in a public or non-tax school under an Ohio teacher*, administrative, or pupil service professional license. [Please note verification requirement at bottom of Section II (on next page)]
(2) 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 teaching*, administrative, or pupil service license (e.g., as a substitute teacher)

*Note: Prior to 1/1/11: Must hold an Ohio provisional or professional license; After 1/1/11: Must hold or be transitioning to an Ohio resident educator, professional educator, senior professional educator, or lead professional educator license.

2. I am a degree holder enrolled as a guest/non-degree graduate 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 licensure program: _____

Teacher certificate/licensure area to be renewed: _____

Check one:

- A. I am currently employed in a public or non-tax school under a teacher*, administrative, or pupil service license. [Please note verification requirement in CAPS below]
- 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 teaching*, administrative, or pupil service license (e.g., as a substitute teacher)

***Note: Prior to 1/1/11: Must hold an Ohio provisional or professional license; After 1/1/11: Must hold or be transitioning to an Ohio resident educator, professional educator, senior professional educator, or lead professional educator license.**

VERIFICATION REQUIREMENT: IF YOU CHECKED 1.C.(1). OR 2A. ABOVE, YOU ARE REQUIRED TO PROVIDE DOCUMENTATION (LETTER, EMAIL) FROM YOUR LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) REPRESENTATIVE SPECIFICALLY VERIFYING ONE OF THE FOLLOWING: "Coursework is for INITIAL teacher licensure and is approved by the LPDC" (Note: Advanced licenses/endorsements are not eligible) or "Coursework has been approved by the LPDC for _____ [indicate area] teacher certification/licensure renewal."

- If you checked either box 1 or 2 above, return this form and associated documentation to the Office of Accreditation and Licensure, College of Education and Human Development (HDHD), Room 365 Education Building (fax 419-372-7484; email: BGSUEduLic@bgsu.edu). Please do not submit this form directly to Student Financial Aid; EDHD will forward the form to Student Financial Aid 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 and check with Student Financial Aid for additional information.

SECTION III: STATEMENT OF CERTIFICATION

By signing below I certify the information provided by me on this form is correct and that I have read and understand the information provided on page three of this form, the Guest/Non-Degree Graduate Review Form 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 PK-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/Plan (and Value/Attribute is applicable) Code: _____

Revised Program/Plan (and Value/Attribute is applicable) Code: _____

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

Mary M. Murray, Ed.D.
Associate Dean for Student and Academic Affairs
College of Education and Human Development

Date

GUEST/NON-DEGREE GRADUATE 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 as a student, you are categorized as guest or non-degree graduate 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 initial PK-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 (e.g., advanced educator licensure) or for initial courses recommended by the school but not required for certification/licensure or renewal/re-licensure.

Students who believe they qualify for federal aid under initial teacher certification/licensure or recertification/re-licensure should complete the Guest/Non-Degree Graduate Financial Aid 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 Connie Weaver within Student Financial Aid at 419-372-7445 or conniew@bgsu.edu.

PRINCIPALSHIP OR SUPERINTENDENCY COHORT LEADERSHIP ACADEMY PROGRAMS

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

Students who believe they qualify for federal aid under the Principalship or Superintendency Cohort Leadership Academy programs should complete the Guest/Non-Degree Graduate Financial Aid 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 Superintendency Cohort Leadership Academy programs for personal professional recognition or advancement, you would not be eligible for federal financial aid programs. The program must be initial teacher certification/licensure renewal related.

ENROLLMENT INFORMATION

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

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/>