Financial Aid Evaluation for Certificate Programs
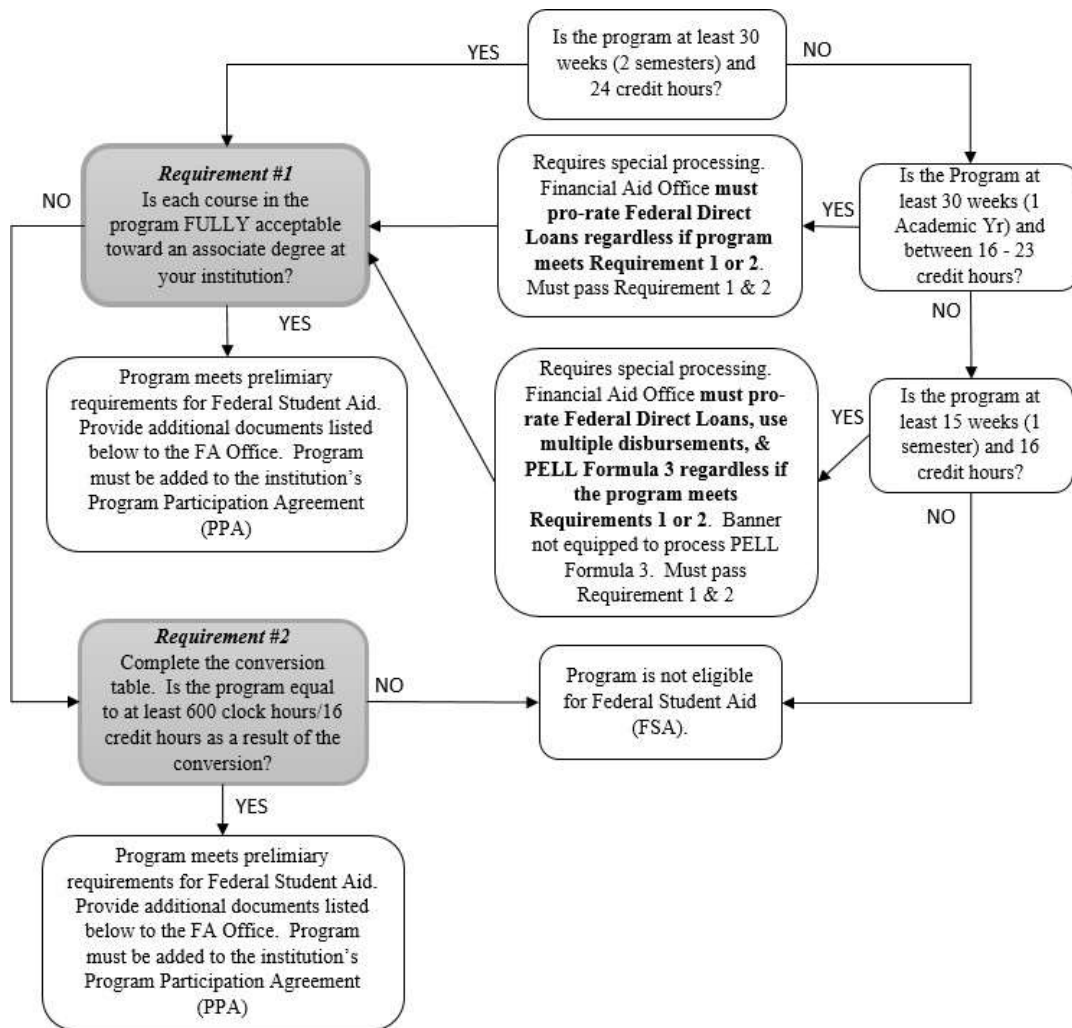
Certificate programs must meet specific eligibility requirements for Federal Student Aid. A school's eligibility does not automatically extend to certificate programs. Once a program is determined as eligible for federal aid, the program must then be approved by the U.S. Department of Education and added to the institution's Program Participation Agreement (PPA). The PPA approval process can take up to 3 to 5 months. Use the guideline below to determine a certificate program's eligibility for Federal Student Aid. Also included is a clock/credit-hour conversion formula which may be required for some programs. All certificate programs eligible for Federal Student Aid are subject to Gainful Employment rule and regulations.

1. Name of Program: _____

2. Type of Program Change: ☐ New Program ☐ Change to current program

Any modifications to an existing program or a new program must be approved by the Curriculum Committee and all documentation stored in Curriculog. For questions regarding this form, contact the Financial Aid Office.