

Documentation to Determine Financial Aid Eligibility for a Certificate Program

Certificate Name, as listed in University Catalog:

Certificate program is approved by Graduate Studies Committee or other appropriate academic body.

Certificate program requires _____ units and _____ weeks to complete.

Certificate program offered as (check all that apply):

- Preparation for entry into graduate program
- In conjunction with graduate program
- Post graduate degree certificate
- Career preparation or career enhancement

Certificate program is offered through:

Academic Department State Side: _____

Continuing and Global Education _____

Department Chair and extension: _____

Certificate program start date and term: _____

Certificate program location (address, if off-campus): _____

Certificate program is cohorted: Yes No

Please attach schedule of required courses, units of each course, and planned course schedule, if cohorted.

Certificate is preparation for the following occupations (include the name of the occupation and the Standard Occupational Classification (SOC) Codes):

(Name of occupation)

(SOC Code)

Add additional sheet if needed to list all occupations and SOC Codes.

Website and recruitment materials have been or will be updated with federally required disclosure information prior to recruitment. Please use this template ([GEDT](#)) as provided and required by the Department of Education. The website and materials will be updated annually prior to July 1st of each year. The following information is required to be disclosed:

- Occupations (by names and SOC Codes) that the program prepares student to enter;
 - Normal time to complete the program (e.g., one year certificate program);
 - On-time graduate rate for completers (how many of completers in last year, completed in the normal time);
 - Tuition and fees for completing the program in the normal time, costs for books and supplies, and costs for room and board, if applicable (Consult with Financial Aid);
 - Placement rate for completers, if required by state or accreditor (Consult with Department Chair); and
 - Median educational loan debt incurred by completers, disclosed in three separate categories: Title IV loans, private loans and institutional debt (Consult with Financial Aid).
- Web address where information can be located:

Department Chair Signature

Date

Financial Aid Office Use Only:

Financial Aid Eligible: Yes No

Records Office Use Only:

CIP Code: _____

Academic Plan: _____