



Financial Aid Eligibility for Certificate Programs Process

For Certificate Programs seeking eligibility for Federal Title IV aid, certain eligibility criteria must be met. If a program meets the initial eligibility criteria, then there are steps that must be followed to apply for approval from the Department of Education for federal aid.

Determination of Financial Aid Eligibility

Program Eligibility Criteria:

1. Meet the minimum program length requirement as follows:
 - a. Graduate Certificate -10 weeks
 - b. Undergraduate/Short Term Program (Federal Direct Loans Only) – 10 weeks
 - c. Undergraduate/Other Non-Degree – 15 weeks
2. Meet the minimum Credit/Clock Hour requirement as follows:
 - a. Graduate Certificate - 8 semester hours or 300 clock hours
 - b. Undergraduate/Short Term Program (Federal Direct Loans Only) – 300-599 clock hours
 - c. Undergraduate/Other Non-Degree – 16 semester hours or 600 clock hours
3. Meet the Gainful Employment Criteria (see <http://ifap.ed.gov/GainfulEmploymentInfo/indexV2.html>)
4. Designate employee from the Program/College to track and disclose gainful employment requirements (see below).
5. Receive approval from the State of Ohio
6. Receive approval from the Higher Learning Commission (HLC)

Documentation and Approval Process:

Program/College submits the New Certificate Program Request for Federal Financial Aid Form, State approval, and HLC approval to the Office of Student Financial Aid (OSFA)

1. The OSFA submits documentation via the E-App to request Department of Education's (DOE) Approval. If approved, OSFA will notify the designated Program/College contact person and add the program to our Eligibility and Certification Approval Report (ECAR) and Program Participation Agreement (PPA).
2. The OSFA cannot award or disburse federal financial aid until the documentation process is complete. Please remember that a student must be enrolled and attending at least half time (as defined by the University) to be eligible to receive federal loans.

Gainful Employment Disclosure Requirements:

Gainful Employment (GE) programs are defined as programs that lead to gainful employment in a recognized occupation. At public and nonprofit institutions, GE programs are generally limited to certificate and other non-degree credential programs.

The Federal GE disclosure regulations are subject to change but currently include: occupations associated with training by Standard Occupation Code (SOC), published length of program, on-time completion rate, program costs, actual placement rates, and median loan debt of students enrolled in the certificate program.

Under 34 CFR 668.6(b), institutions must use the GE template to update their GE disclosures by January 31 of each year. More information about the GE template can be found at:

<http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/negreg-summerfall.htm>