# UofL Student Financial Aid Office Additional Information/Documentation Request

*Please do not submit this page with your non-degree student exception statement form. It is a resource for you to keep.*

According to the Registrar Office's data, you are considered a non-degree student. You must be in an eligible degree program to receive federal financial aid. To determine if you qualify for an exception, our office is requesting that you print, complete, and return the attached "Non-Degree Student Exception Statement" form with a **handwritten signature**. *Forms submitted without the requested documentation and signatures are incomplete and cannot be processed.*

After reviewing your form, our office may request additional information. Make sure to monitor your UofL e-mail account and Tasks list for additional information about the status of your account.  Please note there may be a hold placed on your account until all information is verified. Processing is completed when you no longer see "Non-Degree Program Notice" in your Ulink Task Tile.

| The checklist status in your ULink Task Tile will change throughout the process. Descriptions of each status are provided below: | |
|---|---|
| **Initiated:** | Your form has been assigned but not yet received by our office. |
| **Accepted:** | An item has been received but not reviewed. |
| **Active:** | Additional information is needed: Review your ULink Task Tile and your UofL e-mail. |
| **Received:** | Your form is being reviewed. Monitor your ULink Task Tile and your UofL e-mail. |
| **In Progress:** | Your form is being processed. |

If you have any questions, or need additional information, please contact our office at (502) 852-5511. You may submit the completed form to our office via fax, mail, document upload, or in-person.  **Do not submit this form by e-mail.**

| Please return your signed form and, if applicable, all requested documentation to the UofL Student Financial Aid Office using one of the options below: | |
|---|---|
| The attached form must be printed then signed with a handwritten signature(s) before submitting. | |
| **ULink** Financial Aid Document Upload*: | Log into your student **ULink** account at https://ulink.louisville.edu/, open your '*Tasks*' tile and select the '*Financial Aid Document Upload'* menu. For additional information, please visit *https://louisville.edu/financialaid/other-information/financial-document-upload*. |
| Mail/In Person: | Student Financial Aid Office, Houchens Building Room 110, University of Louisville, Louisville, KY 40292 |
| Fax Number: | 502.852.0182 |
| ***DO NOT E-MAIL** this form or attachments; the options above are the only permissible way to securely submit financial aid documents electronically.  Do not submit this form or attachments to any other office. | |

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UNIVERSITY OF
**LOUISVILLE.**

## NON-DEGREE STUDENT EXCEPTION STATEMENT

**Student Name**: _____   **Student ID**: _____

According to Registrar's Office data, you are currently active as a **non-degree** student.  Federal regulations require that a student be enrolled in an eligible program for the purpose of obtaining a credential offered by the institution to receive federal financial aid funds.  Federal funds include Direct Subsidized and Unsubsidized Loans.  To determine if you qualify for a non-degree exception, you need to complete this form.  **Please complete, sign, date, and return this form, along with required certifications to one of the options indicated on the first page. Do not e-mail.**

*Students enrolled in a Rank I program, visiting students, students with no intention to enter an eligible program, or students who are not admissible to an eligible program (for example, because of GRE test scores or low GPA) are not eligible for federal aid as a non-degree student and should not complete this form.*

### 1.  Determining if you qualify for an exception based on your non-degree status (only check one)

☐   I am enrolled in an eligible credential-granting program.  The Registrar's Office records have been updated to reflect my status.

In which eligible program are you enrolled? _____ **Skip to Step 3.**

☐   I am enrolled at least half-time in **prerequisite** courses necessary for me to be admitted to an eligible **undergraduate** program at the University of Louisville (UofL) or another institution.*

- *For a period of up to 12 consecutive months, independent students are eligible for up to $8,625 per academic year in Federal Direct Loan funds, and dependent students are eligible for up to $2,625 per academic year in Federal Direct Loan funds.*

In which eligible program do you plan to enroll? _____

**\*If you are taking prerequisite classes to prepare for enrollment at a school other than UofL, this form must be authorized by an official from the credential-granting institution in Steps 2 below.**

☐   I am enrolled at least half-time in **prerequisite** courses necessary for me to be admitted to an eligible **graduate or professional** program at the University of Louisville (UofL) or another institution.*

- *For a period of up to 12 consecutive months, independent students are eligible for up to $12,500 per academic year in Federal Direct Loan funds, and dependent students are eligible for up to $5,500 per academic year in Federal Direct Loan funds.*

In which eligible program do you plan to enroll? _____

**\*If you are taking prerequisite classes to prepare for enrollment at a school other than UofL, this form must be authorized by an official from the credential-granting institution in Steps 2 below.**

☐   I am enrolled in a **non-degree** program and do not qualify to check one of the categories indicated above.

- *You are not eligible for federal financial aid as a non-degree student.  Please contact our office to discuss alternative sources of aid.*

## 2. Certification by Authorized School Official (Program Director/Chair of Prospective Program)

**Student Name**: _____ **Student ID**: _____

**Department and eligible program**: _____

**Semester the student will be enrolled as a non-degree student taking prerequisite coursework:**

Fall / Spring / Summer _____
*(circle the appropriate term)* *(year)*

**This form must be <u>completed and signed by an authorized official</u> for <u>each additional semester</u> the student is enrolled as a non-degree student.**

*As an authorized official, I certify that:*

☐ The above named student's admission into the program indicated above is contingent upon completion of prerequisite courses.

☐ Neither GPA nor exam scores prevented their admission into the program above, and the prerequisite courses are not core requirements of the eligible program.

  **If Step Two is required, both checkboxes above must be selected by the authorizing official for this form to be processed.**

| | |
|---|---|
| Authorized Official's Name (PLEASE PRINT) | Date |
| Authorized Official's Signature | Authorized department |
| Title                          Phone Number | Institution Name (if non-UofL) |

## 3. Student Certification

*Have you previously received federal financial aid while in a non-degree status for completion of prerequisite coursework at another college or university?* ☐ No ☐ Yes  If Yes, Where:_____ When: _____

☐ *I certify the information on this form is correct and the courses I am enrolled in are required for me to be admitted into an eligible program.  I understand I must be enrolled at least half-time to qualify for Federal Direct Loan funds, if approved I am only eligible for Federal Direct Loans as a non-degree student for one 12 consecutive month period, and I must submit a new Non-Degree Student Exception Statement for each term I enroll as a non-degree student.*

☐ *I certify that I updated my student records, and I am currently enrolled in an eligible credential-granting program.*

**Student Signature**: _____ **Date:**_____ **Phone number:** _____

**Page 2 of 2- Both pages must be submitted**