



# Financial Aid and Scholarship Services

## Financial Aid Request for Preparatory Coursework

Academic year
<b>2022–2023</b>

### Student information

Please type or print clearly using only blue or black ink.

Last name	First name	Middle initial	10-digit ASU ID
Local street address	City	State	Zip code
			Daytime phone number

This form will not be processed if any items are left blank or illegible.

If clarification of your situation is necessary, additional information or documentation may be required.

### Purpose

Students who are not admitted to a degree-seeking program are typically not eligible to receive federal aid. However, if students are enrolled in coursework specifically to meet prerequisites for admission to a degree-seeking program, they may be considered for Federal Direct student loans for up to 12 consecutive months. Taking coursework to raise your GPA in order to be admitted **does not qualify** under this exception.

Amounts are based on dependency status, type of program for which you are completing prerequisites and any previously borrowed undergraduate Federal Direct student loans as seen at [students.asu.edu/forms/loan-request-preparatory-coursework](https://students.asu.edu/forms/loan-request-preparatory-coursework).

### Processing requirements

1. You must have a FAFSA on file with ASU for the term(s) you are seeking Federal Direct student loans.
2. Your financial aid file must be complete by submitting any requested verification and eligibility documentation listed on your Priority Tasks in My ASU.
3. You must meet the Department of Education's basic eligibility criteria as outlined at [students.asu.edu/policies/aid-criteria](https://students.asu.edu/policies/aid-criteria).

### Instructions

1. You must complete section A on page one.
2. You must work with your academic advisor or faculty advisor to complete section B on page two.
3. **Submit this form** online at [students.asu.edu/forms/fa-submit-info](https://students.asu.edu/forms/fa-submit-info), by mail to PO Box 870412, Tempe, AZ 85287-0412, or in person at any Financial Aid and Scholarship Services location.

### Submission deadline:

You are strongly encouraged to submit this request at least two weeks before the start of the semester in which you are requesting funding. The ASU academic calendar can be found at [students.asu.edu/academic-calendar](https://students.asu.edu/academic-calendar). You will be notified of your eligibility by email, and if approved, awards will be offered on My ASU for you to accept.

### Section A: Certification and signature

I am applying for admission into the \_\_\_\_\_ (degree) in \_\_\_\_\_ (major field) at ASU for the \_\_\_\_\_ (fall/spring/summer) semester. I cannot qualify for admission without the required coursework indicated in section B.

By signing this form, I certify and understand the terms listed below, and that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years.

- I will be considered only for Federal Direct Loans, up to my undergraduate annual and aggregate loan borrowing limits, while I complete preparatory coursework necessary to be admitted into the above-named degree program.
- I understand the period of funding may not exceed 12 consecutive months and if I do not take classes during that 12 month period, I will not be able to receive it later.
- I certify that I have not previously received Federal Direct Loans at ASU or any other institution for the purpose of completing prerequisite preparatory coursework.
- I understand that taking courses to raise my GPA in order to be admitted **does not** qualify under this exception.
- I must be enrolled at least **half-time (six credit hours as an undergraduate)**, and I must meet all other financial aid eligibility and prerequisite requirements.
- I must notify Financial Aid and Scholarship Services immediately if there are changes in my enrollment as detailed in section B below.
- I can enroll for **only the required courses listed in email provided by your academic advisor that is attached** for my desired program and deviating from this schedule will disqualify me from current and/or further funding.
- I must complete a Master Promissory Note online at [studentaid.gov](https://studentaid.gov) with my FSA ID and password and loan entrance counseling online at [igrad.com](https://igrad.com).

Student signature

Date form was signed

Last name	First name	Middle initial	10-digit ASU ID
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## Section B: Academic advisor certification (your next steps)

1. Schedule an appointment, call, or email your academic/faculty advisor at ASU to discuss course eligibility and the following questions:
  - a. Is the student required to take coursework to meet prerequisites for admission to an ASU degree-seeking program?
  - b. Is the student taking coursework solely to raise their GPA to meet admission requirements for an ASU degree-seeking program?
  - c. Will the courses apply as credit toward the degree once the student is admitted?
  - d. What specific courses need to be completed in each of the following terms: fall/spring/summer?
2. After conferring with your academic/faculty advisor, create an email to your academic/faculty advisor that includes the above questions AND answers you discussed. Please use the sample email below.
3. Ask your academic/faculty advisor to respond to your email confirming the answers you discussed. This replaces a formal signature from your academic/faculty advisor.
4. Attach your academic/faculty advisor's email responses to complete the submission of this form. By this submission, I certify that I have met with my academic/faculty advisor and the courses taken at the other institution will be applicable to my degree at ASU.

### Sample email to your ASU academic/faculty advisor:

Dear Advisor,

I am taking undergraduate-level courses to prepare for a graduate program and need your assistance in order to continue my eligibility for federal financial aid. Your confirmation of our discussion is requested by confirming the answers to the questions we discussed. Your email confirmation serves as your signature. I have listed questions and answers below. Please review and reply to this email confirming these answers.

1. Is the student required to take coursework to meet prerequisites for admission to an ASU degree-seeking program? <ANSWER YES/NO>
2. Is the student taking coursework solely to raise their GPA to meet admission requirements for an ASU degree-seeking program? <ANSWER YES/NO>
3. Will the courses apply as credit toward the degree once the student is admitted? <ANSWER YES/NO>
4. What specific courses need to be completed in each of the following terms: fall/spring/summer?
  1. Fall term – course number/course name <ANSWER>
  2. Spring term – course number/course name <ANSWER>
  3. Summer term – course number/course name <ANSWER>

If you need assistance to complete this form, please contact our office at 855-278-5080 or [students.asu.edu/contact/financialaid](https://students.asu.edu/contact/financialaid).