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**Enrollment Management**

Office of Student Financial Aid

**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:
   1. Graduate Certificate -10 weeks
   2. Undergraduate/Short Term Program (Federal Direct Loans Only) – 10 weeks
   3. Undergraduate/Other Non-Degree – 15 weeks
2. Meet the minimum Credit/Clock Hour requirement as follows:
   1. Graduate Certificate - 8 semester hours or 300 clock hours
   2. Undergraduate/Short Term Program (Federal Direct Loans Only) – 300-599 clock hours
   3. Undergraduate/Other Non-Degree – 16 semester hours or 600 clock hours
3. Meet the Gainful Employment Criteria
4. Receive approval from the State of Ohio
5. 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 OFSA 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:**

Effective 7/1/2019 The University of Toledo has chosen to implement the Rescission of 34 CFR 668, Subpart Q and Subpart R Regulations. However, there may be additional requirements to track program information in the future that would be the responsibility of the academic program coordinator or designee.