**Title IV (Federal Student Aid) Program Eligibility Determination**

**(For programs that seek to be eligible for Title IV financial aid awards to students)**

Certain non-degree seeking programs are eligible for Title IV financial aid. In order for these programs to gain and maintain Title IV financial aid eligibility, federal regulations must be followed to report information about the program to the Department of Education.

Answers to the following questions will determine if the program is considered eligible (circle one) –

1. Does the coursework lead to a certificate awarded by the institution?
	1. If YES, continue below to question 2.
	2. If NO, stop. This program is not considered to be Title IV eligible.
2. Is the program an embedded certificate in which ALL certificate recipients are enrolled in a degree program and students are awarded the certificate for completing hours as part of and not exceeding those required for the degree plan? **(Example: A student needs 120 hours to graduate with the degree. The student takes 120 hours and within those hours chooses required electives that satisfy the certificate requirements. After completing 120 hours the student is awarded the degree and certificate. No additional hours are needed for the certificate.)**
	1. If YES, stop. This is not a stand-alone program. Title IV aid would be offered based on the degree program as long as the degree program is Title IV eligible (most degree programs at UW are Title IV eligible).
	2. If NO, continue to question 3. Certificate is considered a stand-alone program in which hours required for the certificate are in excess of those required for the degree plan. This program must be approved in order for students to be eligible for Title IV financial aid. **(Example: A student needs 120 hours to graduate with the degree. In order to earn a certificate, the student must take an additional 6 hours, bringing the total hours taken to 126. Since the student is taking hours in excess of those required for the degree, the certificate is stand-alone.)**
3. Do any of the recognized occupations for which this certificate prepares students require a state or federal certification or licensure?
	1. IF YES, continue to question 4
	2. IF NO, please complete the remainder of the Program Worksheet (excluding question 4 below). This program COULD be considered for Title IV financial aid eligibility.
4. Have you updated your website to include the required disclosures as described in [34 CFR 668.43](https://www.ecfr.gov/cgi-bin/text-idx?SID=fdeffac5032b980f3a558e4b71666505&mc=true&node=se34.3.668_143&rgn=div8)? **Generally, institutions must provide a list of all States for which the institution has determined that: its curriculum meets; curriculum does not meet; and has not made a determination that curriculum meets the State educational requirements for licensure or certification.**
	1. IF YES, please complete the remainder of the Program worksheet. This program COULD be considered for Title IV financial aid eligibility.
	2. If NO, stop here and contact the University Compliance & Review Specialist to discuss what information is needed and where it must be posted. Return to this worksheet once you have completed the necessary steps.

**Program Worksheet**

Please answer the following questions about the program. The information ensures the University of Wyoming remains compliant with federal regulations to ensure that this program and other degree programs remain eligible for Title IV financial aid.

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| Title of the program |       |
| Total tuition and required fees for the entire program, assuming normal time to completion |       |
| Total estimated costs of books and supplies for the entire program |       |
| If the student will be required to live on campus, total costs to the student for on-campus room and board for the entire program, assuming normal time to completion |       |
| Total fees or expenses that students will have in addition to those already entered for tuition and required fees, books and supplies, and room and board (for example: optional equipment, parking permits, etc.) |       |
| Normal time to complete the program that will be published in the catalog and other publications. Enter the amount as **weeks of instruction** and include only whole numbers. This information is required by the Department of Education. |       |
| List the website that contains information on the program. |       |
| List name, email, and phone number for the point of contact to make updates to the website listed above. |       |
| List name, email, and phone number for the point of contact to update print material and advertisements for this program. |       |

1. If applicable, has this program been programmatically approved by federal/state accrediting agencies as required for graduates to be eligible for employment? (i.e., Dental certificates are accredited by the Commission on Dental Accreditation)
	1. If YES, please attach accreditation documentation to this form.
	2. If NO, please explain.

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1. **Term or Module** Is the program term based or module based? (circle one)
	1. If module, is there more than a 2 week break between modules? (select one)

**Certification Statement**
By signing below, I certify that the information reported here is complete and accurate. I understand that information provided on this form will be reviewed to determine the program’s Title IV eligibility for financial aid and additional documentation may be requested.

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Signature of Dept. Head Date

**Please attach the following documentation with this completed worksheet.**

1. A copy of the Feasibility Study Template
2. A copy of the program of study.
3. A copy of the program certificate approval by the Faculty Senate and Provost’s Office.
4. A copy of the certificate approval documentation for the program (if applicable).
5. If applicable, a copy of any required programmatic accreditation in order for graduates of program to be eligible for occupation.
6. If applicable, a copy of any federal or state licensure or certification requirements for occupations for which this program prepares students.
7. Send completed/signed form to the Director of Scholarships & Financial Aid.