

SPECIAL UNDERGRADUATE AND SPECIAL GRADUATE  
ELIGIBILITY FOR FEDERAL FINANCIAL AID

1. Students are classified by ETSU Admissions or the ETSU College of Graduate Studies as Undergraduate, Graduate, Special Undergraduate, or Special Graduate.
2. Undergraduate and Graduate students qualify for Title IV funds as they are enrolled in an approved program.
3. Special Undergraduate and Special Graduate Students do not qualify for Title IV funds, with certain exceptions.
  - Students with a bachelor degree or master degree pursuing a 2<sup>nd</sup> bachelor degree qualify for Federal Work Study funds and Stafford Loan funds limited to 5<sup>th</sup> year senior level. Those pursuing a 2<sup>nd</sup> master degree qualify for Federal Work Study funds and Stafford Loan funds at the graduate level.
  - Students with a bachelor degree who have applied for admittance into a graduate program and enrolled in approved prerequisite courses required for admittance to the program qualify for Federal Work Study funds and Stafford Loan funds limited to 5<sup>th</sup> year senior level for 12 calendar months.
  - Students with a bachelor degree pursuing Teacher Certification qualify for Federal Work Study, Perkins Loans, and Stafford Loans limited to 5<sup>th</sup> year senior level for as long as they are enrolled in classes toward this certification.
  - Students with a bachelor degree enrolled in approved courses required for admittance into a professional degree program (i.e. but not limited to Medicine, Pharmacy, Veterinary, Engineering, Law) are eligible for Federal Work Study and Stafford Loan funds limited to 5<sup>th</sup> year senior level for 12 calendar months. (This includes courses previously known as the Fastrack Program)
  - Students pursuing a Graduate Certificate approved by the Department of Education qualify for Federal Work Study and Stafford Loans at graduate level.
4. Students with a Bachelor or Graduate degree taking courses only for the purpose of raising the GPA are **not** eligible for federal financial aid.
5. Students admitted as a “Visiting Student” not part of a consortium agreement with ETSU are **not** eligible for federal financial aid. These students are usually enrolled in a degree seeking program in another school and are taking classes at ETSU during the summer sessions. All fees are due in full by the payment deadlines.
6. They are not part of a consortium agreement with the other school.

7. To prove compliance with Federal Regulations, the Financial Aid Office requires documentation listing the courses in which the special student is enrolled and the purpose for these courses. For students with a bachelor degree enrolled in undergraduate level courses, but not admitted to a 2<sup>nd</sup> bachelor degree program, the Financial Aid Office requires a statement with the signature of the Departmental Head of the Program verifying the purpose of these courses. An Educational Plan Form is available online for the student to print and take to the appropriate administrator for this signature. We call this the 'EDP Form.' It is found on the Financial Aid Web Page under General Financial Aid Forms. (See item # 8 for instructions)
8. If the student states on the FAFSA 'YES he has a bachelor degree and NO he is not seeking a graduate degree,' a tracking message is automatically posted on RRAAREQ which generates a letter to the student requesting 'your educational plans while attending ETSU.' All other special students are discovered by the processors when they review the student's file for eligibility or when the student notifies the financial aid office of his admission status. The processor must look on SGASTDN, the Admission form, to see the student's status. At that time, the verification processor sends a letter to the student requesting an Educational Plan form.
9. The 'EDUCATIONAL PLAN FORM' is found on the Financial Aid Web Page.
  - Go to the internet and enter [WWW.ETSU.EDU](http://WWW.ETSU.EDU).
  - Click on A-Z tab.
  - Click on Financial Aid
  - Click on 'Forms' found on the left side of the page in the dark blue area
  - Click on 'General Financial Aid Forms'
  - Click on 'EDP Form'
  - Print and give to Program Chair to complete