

Prerequisite Coursework Form

Information: Read this before you complete the form.

Federal regulations require a student to be working toward a degree or eligible certificate to be eligible to receive financial aid. One exception to the statutory requirement is provided in section 484(b)(2)(A) of the HEA. Students that are not admitted into a degree-seeking program or who are not completing a program of study may receive restrictive financial aid if the classes are determined to be prerequisites for admittance into an eligible program of study. Prerequisite Coursework is defined as required courses to gain admission into a program, where the prerequisite courses **DO NOT** count as credits needed to complete the program.

The only financial aid available to students completing Prerequisite Coursework is Federal Direct Student Loans at the prerequisite level, \$2625 of which can be subsidized loans (depending on need-based eligibility), for the calendar year. Students completing prerequisite coursework must be taking a minimum of 6 credits of required prerequisite coursework to qualify for financial aid. Students may receive up to a maximum of 12 consecutive months of financial aid funding when pursuing prerequisite course work.

An independent student is potentially eligible for up to \$8,625 in total loans, of which \$2,625 can be subsidized loans, for one calendar year. A student who is only eligible for unsubsidized loans can receive the \$8,625 in unsubsidized loans for the calendar year.

A dependent student is potentially only eligible for up to \$2,625 in total loans for one calendar year and is not eligible for unsubsidized loans (unless they only have unsubsidized loan eligibility, in which case they could receive the \$2,625 as a unsubsidized loan). The only situation in which a dependent student can receive a loan amount greater than \$2,625 is if the parent applied for and was denied a Parent Plus Loan. The student would then be eligible for the additional \$6,000 in unsubsidized loans for the calendar year.

NOVA does not pay for repeated coursework; therefore, if you took a class needed as a prerequisite either at NOVA or another school, but did not obtain a high enough grade in the course to meet admissions requirements, NOVA will **NOT** award financial aid assistance to retake the class.

NOVA requires transcripts from all colleges and/or universities you have attended prior to considering your request for prerequisite coursework funding. For the purposes of this requirement, unofficial transcripts may be provided. NOVA also requires that an academic advisor sign off on the classes that are needed as prerequisites and requires documentation from a catalog, transfer guide or admission requirement from the school you are planning to attend that shows the classes required as prerequisites.

Instructions

You must complete one form for each school you are considering. If the prerequisite coursework is not for a NOVA program you wish to enter, the form **MUST** be completed and signed by an Academic Advisor at the school where you plan to transfer after you complete your prerequisite coursework at NOVA. NOVA Academic Advisors **CANNOT** help you complete this form unless you are taking prerequisites to get into a NOVA program. Forms submitted without the signature of an Academic Advisor will not be processed.

Please submit the following:

- Prerequisite Coursework Form
- Unofficial transcripts from all colleges and/or universities attended
- Documentation demonstrating necessary coursework from university (e.g. website, print page, etc.)

Prerequisite Coursework Form

Student's Name (printed): _____ NOVA ID: _____

Number of prerequisite credits you plan to take each term: Fall _____ Spring _____ Summer _____

College/university requiring prerequisites: _____

Program requiring prerequisites for admission: _____

	NOVA College Course	Admission Prerequisite Being Satisfied	NOVA Credit Hours
_____ Semester/Year			

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_____ Semester/Year			

	NOVA College Course	Admission Prerequisite Being Satisfied	NOVA Credit Hours
_____ Semester/Year			

Student:

I understand and agree that:

- a. Prerequisites are courses required for admission into a program.
- b. The only federal aid I may receive for prerequisite courses is Direct Loans.
- c. Loans are available for up to a maximum of 12 consecutive months.
- d. I must enroll for at least 6 required prerequisite credit hours per term.
- e. I have not received a prerequisite loan before at any other school.
- f. Completion of this form does not guarantee eligibility for financial aid.

Student's Signature

Date

Advisor from College/University listed above:

I confirm that the courses listed are prerequisites required for admission into the above listed program and will not be used as classes required to complete the degree.

Signature of Advisor

Title

Date

Printed Advisor Name

Phone

Email