**Certificate Financial Aid Eligibility Form**

For undergraduate and graduate certificates to be eligible for financial aid, the U.S. Department of Education requires universities to disclose information to students. This applies to any certificate (16 credits or higher for occupational endorsement certificates, undergraduate certificates, and post-baccalaureate certificates; 9 credits or higher for graduate certificates) that UAA requests to be financial aid eligible.

UAA is required to publish specific information in a disclosure on the [Financial Aid website](https://www.uaa.alaska.edu/students/financial-aid/gainful-employment-disclosures.cshtml). The program must post a link on its departmental website to the actual program template on the Financial Aid website as well. Those program website links must lead to the specific program disclosure on the Financial Aid website (e.g., [Dental Assisting](https://www.uaa.alaska.edu/students/financial-aid/_gainful-employment-disclosure/UC/51.0601-Gedt.html)), rather than the general page where all disclosures are posted.

To produce this disclosure, Financial Aid requires information from the department on program costs, course sequencing, licensure, and job placement reporting.

**Program Information**

1. **Program:**   **Date:**
2. **List the course sequence for the program and associated costs for course fees and textbooks/materials.** The sequence must demonstrate how a student can complete all program requirements, including required courses outside the major, within the official program length. Program length is mandated by the number of credits and level, as shown in the table below. Academic years are defined as 12 months from start to finish, i.e., a certificate with an official program length of one year could be completed in Fall/Spring/Summer, Summer/Fall/Spring, or Spring/Summer/Fall.

**Official Program Length**

|  |  |  |
| --- | --- | --- |
| **Program Type** | **1 Academic Year** | **2 Academic Years** |
| Occupational Endorsement Certificates | 16-30 Credits | 31-60 Credits |
| Undergraduate Certificate | 16-30 Credits | 31-60 Credits |
| Post-Baccalaureate Certificate | 16-18 Credits | 19-36 Credits |
| Graduate Certificate | 9-18 Credits | 19-36 Credits |

**Please complete the course sequencing below, indicating the applicable semesters.**

**Year 1, First Semester:**

| **Course (Prefix, Number, Title)** | **Credits** | **Course Fee(s) if applicable** | **Estimated Cost Books/Materials** |
| --- | --- | --- | --- |
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|  |  |  |  |
|  |  |  |  |

**Year 1, Second Semester:**

| **Course (Prefix, Number, Title)** | **Credits** | **Course Fee(s) if applicable** | **Estimated Cost Books/Materials** |
| --- | --- | --- | --- |
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**Year 1, Third Semester (if applicable):**

| **Course (Prefix, Number, Title)** | **Credits** | **Course Fee(s) if applicable** | **Estimated Cost Books/Materials** |
| --- | --- | --- | --- |
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**Year 2, First Semester (if applicable):**

| **Course (Prefix, Number, Title)** | **Credits** | **Course Fee(s) if applicable** | **Estimated Cost Books/Materials** |
| --- | --- | --- | --- |
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**Year 2, Second Semester (if applicable):**

| **Course (Prefix, Number, Title)** | **Credits** | **Course Fee(s) if applicable** | **Estimated Cost Books/Materials** |
| --- | --- | --- | --- |
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**Year 2, Third Semester (if applicable):**

| **Course (Prefix, Number, Title)** | **Credits** | **Course Fee(s) if applicable** | **Estimated Cost Books/Materials** |
| --- | --- | --- | --- |
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1. **List any costs associated with the program which are not captured in the course-specific expenses above. (Exclude tuition and standard student fees.)**
2. **Required Licensure for Employment**
   1. **Does the State of Alaska require licensure for eligibility to work in this occupation?**
   2. **If the State of Alaska requires licensure, does the program meet all licensure requirements or fully prepare them to sit for an exam to meet licensure requirements?**
3. **External Reporting Requirements on Job Placement Rates for Graduates**
   1. **Does the State of Alaska require the program to report on graduate job placement rates?**
   2. **Does a program accrediting agency require the program to report on graduate job placement rates? If so, which agency?**
   3. **If the State of Alaska or a program accrediting agency requires the program to report on graduate job placement rates, the program must publish on its website the methodology used to calculate this rate, including a list of exclusions. Please work with the Office of Financial Aid on this. What is the URL where this information is posted?**

*Programs which indicate they are required to report on graduate job placement rates will work annually with Financial Aid to provide necessary data.*