



## Financial Aid Preparatory Coursework Agreement

A Preparatory Coursework Agreement allows non-matriculated graduate and non-matriculated undergraduate students eligibility to receive Direct Federal and PLUS Loans. In order to qualify for the loans the student must meet the following criteria:

- The courses to be taken are necessary prerequisites for enrollment in a program leading to a degree or an approved credit-bearing certificate.
- The courses must be part of an eligible program otherwise offered by the school even though the student is not enrolled in that program.
- The student is enrolled at least half-time in these prerequisite courses.
- The preparatory courses may not be used to raise the students GPA in order to be admitted to the program.
- **A Preparatory Coursework Agreement may be used for one consecutive 12 month period.**

Example: Eddy has a bachelor's degree with a major in mathematics. He wants to enroll in a graduate computer science program. He needs 12 more semester hours of computer science coursework to meet the admissions requirements. He enrolls in courses that are part of an undergraduate degree program but because he is not enrolled for the purpose of receiving an undergraduate degree, he is not a regular student. However, because the coursework is necessary for enrollment in a graduate program, he may receive Direct Federal or PLUS Loans.

In order to be considered for federal financial aid, students must first complete their FAFSA. Students in programs covered under this provision are considered 5<sup>th</sup> year undergraduates. Students trying to enroll in an undergraduate, graduate or professional program may borrow a maximum of \$12,500 in Direct Federal Loans.

A student may take the preparatory classes at School A to prepare for enrollment at School B. Also, School A may require documentation from School B that these courses are required for the student's enrollment.

**Please complete the following form and obtain the required signatures to apply for Preparatory Coursework funding\*. Submission of this form does not guarantee that the student will be eligible to receive financial aid. This request must be reviewed and approved by a Financial Aid Advisor. The Financial Aid Advisor will communicate with you via your Stony Brook email. If approved, awards will be disbursed after the add/drop period.**

**\*The form must be returned to the Office of Financial Aid and Scholarship Services no later than the add/drop date of the semester you are requesting the Preparatory Agreement for. It is the student's responsibility to check the academic calendar to verify the add/drop dates.**



# Financial Aid and Scholarship Services Preparatory Coursework Agreement

Office Use Only:  
Posted: \_\_\_\_\_  
COMMKEY: 9CSTDY

NAME \_\_\_\_\_ STONY BROOK ID# \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE # \_\_\_\_\_

**Intended Program:** \_\_\_\_\_

I have read and understand the information provided on page 1 of the Preparatory Coursework Agreement. I understand that final approval for financial aid is contingent upon review by a Financial Aid Advisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Planned Enrollment:**

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Course Number	Course Name - Undergraduate Courses Only	# of Credits

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Course Number	Course Name - Undergraduate Courses Only	# of Credits

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Course Number	Course Name - Undergraduate Courses Only	# of Credits

I have reviewed this student's transcript(s) and I hereby state that the undergraduate courses outlined above are necessary prerequisites for this student to be admitted into the intended Degree Program and that none of these courses were previously taken by the student.

\_\_\_\_\_  
Signature of Academic Official of Intended Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name and Title

\_\_\_\_\_  
Phone Number or Email Address

Please submit completed form to:  
Financial Aid and Scholarship Services  
Room 180 Administration  
Stony Brook, NY 11794-0851  
(P) (631) 632-6840 (F) (631) 632-9525

# Financial Aid Mailing and Contact Information

Please mail or fax all documents to the appropriate financial aid department listed below. Be sure to include the student's name and **Stony Brook ID** on all correspondence.

## **Schools of Nursing, Social Welfare, Health Technology and Management, and the Graduate Programs in Public Health and Nutrition:**

Health Sciences Office of Student Services

Health Sciences Tower Level 2, Room 271 Stony Brook, NY 11794-8276

Telephone: 631-444-2111

Fax: 631-444-6035

## **All Other Graduate and Undergraduate Programs**

Office of Financial Aid and Scholarship Services

Administration Building Room 180

Stony Brook, NY 11794-0851

Telephone: 631-632-6840

Fax: 631-632-9525