Certificate-Only Graduate Students using US Federal Financial Aid: YOU MUST FILE THE "SPECIAL GRADUATE FORM" BEFORE YOUR FIRST SEMESTER

This form only applies to students currently admitted to a graduate certificate BY ITSELF.

If you are already admitted and enrolled in a degree program in the dept. (MPA, MPS, PhD), with the certificate as secondary program, this form does not apply to you.

e STEP #2

Register for classes and get the "Special Graduate Form"

STEP #1

- Register promptly. Sign up only for classes permitted in your program of study. Get advising from Dr. Streams if you do not yet have a program of study.
- To use a federal loan in a given semester you must take at least 2 graduate courses in that semester.
- Download form from Financial Aid

https://www.tnstate.edu/financial_aid/forms.aspx

iittps://www.tiistate.edu/iiiiaiiciai_aii			
TENN STATE U	IESSEE Iniversity	,	#Special Graduate Student
Office of Student Financial Aid			
TO: Program or Department	Chairperson		
RE: Student Name:		T Number:	
TSU assigned email:		Last	4 of SSN:
PROGRAM OF STUDY:			
The minute inset above has been clearfied as a Special Graduate CRO's which means that they have not been admired a adapte seeking programmines they ment or of the following exception. Became of this, they are not eligible to receive federal student and. There are three exceptions to his federal regulation. 1. Course that are asselled for Tenedor Certification 2. Mean when it is of all courses required for the certification 3. Obtain appropriate signatures than the Office Teacher Education 2. Broughistic fix Cachadar Degree Program - Course that are considered by the Academic Program to be prerequisited prior to admiration to a degree seeking program. Man arthurs it is of all courses required for the control may be proposed for the course of the relation to the program of the program of the program of the course and of the course of the desired program.			
Obtain appropriate signatures from the Department Chair advising student seeking to enter the Graduate Program Gournes that are needed to complete a Certificate Program. Must nahmat a hist of all courses required for the certificate program.			
			grant sing students seeking certificates
(ment			
DEPARTMENT HEAD	SIGNATURE		DATE
		s indicated for t	eacher certification, admission to the
graduate program, or a cer	tificate program.		
STUDENT SIGNATURE DATE As a student my signature indicates that I am enrolled in the courses indicated for teacher certification, admission to a graduate program, or a certificate program.			
Return this form to: Office of Financial Aid, Termessee State University, 3500 John A. Merritt Blvd, Financial Aid Office, Student Center, Room 343, Mathville, TN 37209; or finald@matate.edu; or fax: (615) 963-7644.			
http://www.tnstate.edu/financi			Revised: 04242020

Email to Dr. Streams for signature

- Complete the Special Graduate
 Form well before the start of
 classes and email it to Dr.
 Streams at
 mstreams@tnstate.edu for
 signature AND to get your
 program of study attached.
- If you already have a program of study, or have completed and submitted this form before with a program of study, attach that to your email to Dr. Streams as well!
- If you don't get your form back from Dr. Streams within two business days, follow up.

STEP #3

YOU email form to loans@tnstate.edu

- Verify that all items and signature lines are complete on the form.
- Prepare the email to loans@tnstate.edu,attaching the form AND the program of study for the certificate
- Include "SPECIAL GRADUATE STUDENT" in the subject line
- Include your NAME and T-NUMBER in the body of the message
- Double-check to verify that you ATTACHED the correct, completed form and program of study
- Send, and save a copy for your records as documentation.
- You only need to do this once UNLESS your program of study changes (ex. course substitution).

STEP #4

ALWAYS KNOW: your loan terms; applicable annual and total limits; and

the impact of dropping, withdrawing, or poor academic performance

YOU accept your loan in myTSU and confirm your registration.

 You must monitor your records in myTSU and accept the loan (Financial Aid). One business day after you accept, it should show up as "memo'd and authorized"; then you must <u>confirm your registration</u> in myTSU, so that the Bursar will post it to your student account. Check your student email account regularly for messages from FA or the Bursar as well as myTSU.

on your aid and balance liability.

- It is YOUR responsibility to follow up with Financial Aid if you do not see the loan after you file the SGS form, and to complete any other steps necessary to qualify and receive aid (ex. Master Promissory Note).
- Failure to file this form or any other steps needed on time can negatively impact your financial aid and leave you with a bill.

Faculty and faculty advisers may not advise you about financial aid questions. All questions about Financial Aid must be directed to the Financial Aid office. Email finaid@tnstate.edu or find the graduate student FA counselor at https://www.tnstate.edu/financial_aid/contact.aspx. Always include your T-number and indicate that you are a graduate student.