



**Financial Aid, Student Employment  
& Military Education Benefits**  
 Mellencamp Hall, Room 162, P.O. Box 469, Milwaukee, WI 53201-0469  
 Phone: (414) 229-4541 Fax: (414) 229-5699 Email: [finaid@uwm.edu](mailto:finaid@uwm.edu)

**2019-20 NON-DEGREE ENROLLMENT VERIFICATION FORM**

**Please complete the top portion of this form. The remaining portion of this form must be completed by your academic department.**

**Applicable Semester(s):** Fall 2019  Spring 2020  Summer 2020

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*IMPORTANT\*** Have you ever received Federal Direct Loan funds for preparatory coursework at UWM or any other school?

YES  NO  (You must check one if Category B applies. See page 2 for Category B).

Non-Degree students are not eligible for financial aid funds **except** under specific circumstances. The exception categories are:

**Category A:** Student is enrolled at least half time (4 credits for graduate program/6 credits for undergraduate program) in an eligible certificate program. For a list of eligible programs, refer to <https://uwm.edu/financialaid/apply-for-aid/eligibility/non-degree-students/> - or - Student is enrolled at least half time in required teacher certification coursework.

**Category B:** Student is enrolled at least half-time (6 credits) in courses required to make up deficiencies or meet pre-requisites for admission to a degree or certificate program at UWM.

*IMPORTANT: Non-Degree students without a bachelor's degree do NOT qualify for Financial Aid.*

**Category A or B must be completed by the program contact in the department of your degree or certificate program:**

**CATEGORY A**

Is the student enrolled in an eligible certificate program? YES  NO

**Students must be fully admitted to the certificate program to be eligible for financial aid (PAWS must be updated to reflect enrollment in the certificate program).**

If yes, please provide the name of the **certificate program** and the **academic department** offering the certificate:

\_\_\_\_\_ Name of Certificate Program

\_\_\_\_\_ Academic Department

**Please proceed to Signature Section on the next page.**

**CATEGORY B**

Is the student required to take courses to make up deficiencies or meet prerequisites prior to applying for entry into a UWM degree or certificate program? YES  NO

**Taking courses only to raise GPA for admittance does not qualify. Taking courses while waiting for acceptance to a program does not qualify. Generally, courses taken must NOT apply towards degree. However, if a student must prove they can complete graduate level coursework successfully, courses taken may apply towards degree.**

If yes, please list **ALL** required coursework (even if coursework will be taken in a subsequent semester). Indicate the reason for taking the prerequisites and program the student is seeking to enter. If the required coursework changes, a new form must be submitted.

**REQUIRED** courses the student must complete (*note, a student must be enrolled for a minimum of 6 of these credits per semester to receive financial aid loans*):

Course # \_\_\_\_\_ Course # \_\_\_\_\_ Course # \_\_\_\_\_ Course # \_\_\_\_\_

Course # \_\_\_\_\_ Course # \_\_\_\_\_ Course # \_\_\_\_\_ Course # \_\_\_\_\_

Reason student is required to take pre-requisites:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The name of the academic program the student is seeking to enter: \_\_\_\_\_

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**Signature Section:**

\_\_\_\_\_  
**Program Contact- Printed Name**

\_\_\_\_\_  
**E-mail address**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Program Contact - Signature**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Date**

Please return form to: Gayla Jenkins, email: [jenkinsg@uwm.edu](mailto:jenkinsg@uwm.edu), Fax: 414-229-5699