**Financial Aid Checklist for adding New Program**

**(A)Program is a new:**

\_\_\_\_ Associate Degree (AA, AS, AAS) \_\_\_\_Bachelor Degree \_\_\_\_ Master or Doctoral Degree

Adding a new program that results in a Master’s, Bachelor’s, or Associate Degree does not need approval from the Department of Education to receive Financial Aid.

Is part of the program being contracted to another entity to provide services? \_\_\_YES \_\_\_NO

If the answer is ‘NO’ and the program is an AA, AS, AAS, Bachelor, or Graduate Degree; there is no need to get approval for financial aid

If YES, provide documentation of the percentage of the program that is provided by the outside entity, to include location of services, type of services, how the costs are to be allocated between entities and the time line to submit required documentation to HLC. According to federal regulations, if more than 25% of the program is contracted to an ineligible entity, HLC must determine and confirm in writing that the agreement meets its standards for contracting services. If 50% or more of the program is outsourced to another entity, it cannot be approved for financial aid.

\_\_\_\_\_ Certificate Program (skip to section B)

**(B) For new certificate programs (Undergraduate or Graduate):**

Is part of the program being contracted to another entity to provide services? \_\_\_YES \_\_\_NO

If YES, provide documentation of the percentage of the program that is provided by the outside entity, to include location of services, type of services, how the costs are to be allocated between entities and the time line to submit required documentation to HLC. According to federal regulations, if more than 25% of the program is contracted to an ineligible entity, HLC must determine and confirm in writing that the agreement meets its standards for contracting services. If 50% or more of the program is outsourced to another entity, it cannot be approved for financial aid.

***Is the program at least 15 weeks of instructional time and at least 16 credit hours in length for undergraduate Certificate or 10 weeks of instructional time and at least 8 credit hours in length for a graduate certificate?***

 \_\_\_YES \_\_\_NO (If NO, program is not eligible for financial aid)

**(C)The following is needed to submit for approval of financial aid by the Department of Education for approval of financial aid for certificate programs:**

When approval is obtained by the Trustees, CCHE and HLC, please submit to the Financial Aid Office copies of the letters of approval, Program Name, Program Sheet, CIP Code, and cost to student for supplies. All new programs that wish to have financial aid for students must be submitted to the Department of Education a minimum of 90 days prior to the program starting.

* Program meets the requirement to petition to the Federal Department of Education for approval of Student Financial Aid funds.
* Program does not meet the requirement to petition to the Federal Department of Education for approval of Student Financial Aid funds.

Financial Aid Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_