Missouri Western State University
4525 Downs Drive, St. Joseph MO 64507
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Financial Aid
(816) 271-4361
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Financial Aid Continuing Education Course Petition

Federal regulations stipulate that a person must be enrolled as a regular student in an eligible program in order to qualify for Federal Student Aid funds. A regular student is defined as someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school. Students may receive Federal financial assistance for classes they take in a school's continuing education department only if the classes apply to their degree or certificate program.

A maximum of six (6) credit hours of electives may be applied toward the total requirements for a degree, but may not be applied toward the academic major. The Western Institute sponsors a number of continuing education courses for all students. The continuing education courses, numbered 100 or higher, and bearing the CED prefix, may be applied toward the allowed electives.

This form must be completed and returned to the Financial Aid Office before any financial aid will be processed for continuing education courses.

_____ G_____
Student Name Student ID Number

I certify that I am enrolled as a regular degree seeking student. I understand that the classes listed below are continuing education courses and that I must seek approval for these hours to count towards my degree program by my academic department before the hours will count in my enrollment status for financial aid purposes. Term: _____

CED		CED	
Course ID	Course Title	Course ID	Course Title
CED		CED	
Course ID	Course Title	Course ID	Course Title

I certify that the above listed student has not yet taken the allowed (6) credit hours of electives. I also certify the course(s) listed above will count towards these electives.

_____ _____
Advisor/Department Head Signature Date

For Financial Aid Use Only:

❑ Approved ❑ Denied Total Credit Hours Accepted for Enrollment: _____