

# Financial Aid

## Preparatory Coursework

2023-2024

6500 Pacific Blvd SW, Albany, OR 97321

faoffice@linnbenton.edu

Office of Financial Aid & Veterans  
 Office: (541) 917-4850 | Fax: (541) 917-4864

Students not pursuing a degree or certificate at Linn-Benton Community College (LBCC) are typically not eligible to receive financial aid. However, students who intend to enter a selective admissions program (at LBCC or another institution) and have not completed the required preparatory coursework for the purpose of admission may request to receive Direct Loans. Preparatory coursework must be required for admissions into an institution's special admission program.

Students taking preparatory coursework to gain entry to a special admission program may be eligible to receive a Direct Loan and/or a Parent PLUS loan only. The Department of Education (DOE) allows for approved students:

- To have only one **12-month period** to receive federal loans over the course of his/her entire college attendance (timeframe may not be extended for any reason);
- To receive a **limited amount** of Direct Loan funds for undergraduate courses during the 12-month period

### Preparatory Coursework Due Dates

Submitting by the posted deadline ensures that you will receive a notification of your eligibility status by Friday of Week 1. We strongly encourage earlier submission. It is your responsibility to know your eligibility before the Add/Drop Deadline on Monday of Week 2.

Attending:	Date Due:	Term Begins:	Appeals Committee Meets:
Summer 2023	Wednesday, June 21, 2023	Monday, June 26, 2023	June 26-28, 2023
Fall 2023	Wednesday, September 20, 2023	Monday, September 25, 2023	September 25-27, 2023
Winter 2024	Tuesday, December 19, 2023	Monday, January 8, 2024	January 8-10, 2024
Spring 2024	Wednesday, March 28, 2024	Monday, April 2, 2024	April 2-4, 2024

If your Preparatory Coursework Appeal is received after the deadline, you may or may not be reviewed in time for that term's disbursement period. By submitting this form, you understand you are not guaranteed your request for federal aid will be granted and you are responsible for all charges on your Student Account, which can include tuition, fees, late fees, etc.

### Instructions

The Preparatory Coursework petition process at LBCC has three parts. Part I is completed with your Academic Advisor. They will then email the Office of Financial Aid (Email: [faoffice@linnbenton.edu](mailto:faoffice@linnbenton.edu)) a summary of your meeting and copy you. Part II and III are completed by you. Part II is about your academic history. Part III is a short questionnaire.

### LBCC Statement of Nondiscrimination

For accommodations requests, contact the Center for Accessibility Resources (CFAR) at 541-917-4789 or [cfar@linnbenton.edu](mailto:cfar@linnbenton.edu) at least three business days in advance. LBCC does not discriminate based on any protected status in its programs or activities. For more information, visit [linnbenton.edu/nondiscrimination](http://linnbenton.edu/nondiscrimination).

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**Part I: Educational Plan**

Contact your Academic Advisor to complete Part I together. To find out who your academic advisor is, login to [WebRunner](#), click on "Student," then click on "Degree and Advisor Information." If an advisor is not listed, please contact the Advising Center via 541-917-4780 or Email [onlineac@linnbenton.edu](mailto:onlineac@linnbenton.edu).

*Please Note: Due to COVID-19 advising may not be available in person. Remote advising is available.*

**Your LBCC Academic Advisor will assist you with:**

- Complete an Education Plan in DegreeWorks located in your MyLB student portal. The plan must include all preparatory courses needed to apply to the special admissions program.
- Initiate an email to the [faoffice@linnbenton.edu](mailto:faoffice@linnbenton.edu) that you have met and completed the Educational Plan.

**Part II: Academic History**

Have you attended an institution other than LBCC?

If yes, you must attach your unofficial transcript from each school you attended. While official transcripts are not required for this process, students are strongly encouraged to submit an official transcript from each regionally accredited institution attended in order to receive credit for previous coursework.

If no, there is no further action for you in Part II. Continue to Part III.

**Part III: Questionnaire & Student Statement**

From your Academic Advisor's email (from Part I), reply all, copy and paste the requested information below into your reply, and provide your responses. (Email: [faoffice@linnbenton.edu](mailto:faoffice@linnbenton.edu))

First and Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

1. I am requesting a Preparatory Coursework petition to complete pre-requisite courses for a special admissions program.  
The program is:  
The program is offered at:
2. Do I have a prior certificate, associates, and/or bachelor's degree?

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If yes, what is it?

If yes, have you submitted your "Official Transcript(s)" for review?

3. Do I have prior credits from another institution?

If yes, have you submitted your "Official Transcript(s)" for review?

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4. In your own words, please explain the following:

- Why are you requesting to complete the preparatory coursework at LBCC?
- Why are you interested in the special admissions program?
- What will you do with your degree upon completion?

5. Would you like your Official Academic Transcripts shared with the Admissions & Registration department for your permanent record?

6. Do you agree to the Loan Limits and the preparatory coursework provisions below?

### Loan Limits for Preparatory Coursework

Dependent Students (as determined by the FAFSA): \$2,625 (can all be subsidized or unsubsidized), Independent Students (as determined by the FAFSA): \$8,625 (only up to \$2,625 may be subsidized)

PLUS loans may be used up to the cost of attendance.

### Preparatory Coursework Provisions

Under the preparatory coursework provision, the United States Department of Education does not allow the student:

- To receive any federal grant or work study funding to receive loans for preparatory classes taken for the purpose of raising his/her GPA;
- To receive loans from more than one college during the same period of enrollment;
- To receive loans for less than half-time enrollment (must be enrolled in 6 units or more).

In order to receive loans under the preparatory coursework provision, students agree:

- To meet financial aid eligibility requirements, including but not limited to, Satisfactory Academic Progress (SAP);
- To ensure all preparatory coursework needed can be completed within the 12-month timeframe;
- To enroll in a minimum of six (6) credits and only in courses approved in this agreement;
- To immediately notify the Financial Aid Office (FAO) of schedule changes. Without FAO approval, courses will not be eligible for Direct Loans.

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In order to receive loans under the preparatory coursework provision, I certify that:

- I have never used my eligibility for loans under this provision in the past at any other school, and;
- I am not taking these classes for the purpose of raising my GPA to gain admission, and;
- I have read this agreement in its entirety and I agree to all criteria and conditions contained within.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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