

Students not pursuing a degree or certificate at Linn-Benton Community College (LBCC) are typically not eligible for 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 admission may request to receive Direct Loans. Preparatory coursework must be required for admission 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 throughout 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 months, as shown below.

Loan Limits for Preparatory Coursework

\$2,625 in direct subsidized or unsubsidized loan funds; and
\$6,000 in additional direct unsubsidized loan funds for independent students and dependent students whose parents cannot borrow PLUS loans.

PLUS Loans may be used up to the cost of attendance.
Loan amounts cannot exceed \$8,625

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 to raise 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).

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.

LBCC Statement of Nondiscrimination

For accommodations requests, contact the Center for Accessibility Resources (CFAR) at 541-917-4789 or 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.

Financial Aid

Preparatory Coursework

2024-2025

Office of Financial Aid & Veterans

6500 Pacific Blvd SW, Albany, OR 97321

faoffice@linnbenton.edu

Office: (541) 917-4850 | Fax: (541) 917-4864

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 to raise my GPA to gain admission

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) a summary of your meeting and copy you. Parts II and III are to be completed by you. Part II is about your academic history. Part III is a short questionnaire.

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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, log in to [WebRunner](#), click on "Student", then "Degree and Advisor Information". If an advisor is not listed, please contact the Advising Center via 541-917-4780 or email onlineac@linnbenton.edu.

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 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 to receive credit for previous coursework.

If not, 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)

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 you have a prior certificate, associates, and/or bachelor's degree? YesNo
 - If yes, what is it? _____
 - If yes, have you submitted your "Official Transcript(s)" for review?YesNo

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3. Do I have prior credits from another institution? YesNo
- If yes, have you submitted your "Official Transcript(s)" for review?YesNo
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?
YesNo
6. Do you agree to the Loan Limits and the preparatory coursework provisions below?
YesNo

Student Signature _____ Date _____

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