Non-enrolled students in doctoral programs may be eligible for University of Michigan Child Care Subsidy funds, if they are actively pursuing research or completing a dissertation, and their academic pursuits equate to at least half-time enrollment. This form must be completed by non-enrolled students to document their academic activities and determine their eligibility for the Child Care Subsidy. The other acceptable non-enrollment status is Detached Study, which must be officially recorded by your academic unit and the Office of the Registrar.

- Note: The estimated cost of attendance (budget) for non-enrolled students who qualify for the Child Care Subsidy will not include tuition and fees.

- After completing this form, please submit it to the Office of Financial Aid, at the address listed at the top of the page.

Non-Enrollment Certification (to be completed by the department chair or dissertation committee chair):

a. The above-named student’s non-enrollment status will occur during the following term(s):

- [ ] Fall ___________ (year)   [ ] Winter ___________ (year)
- [ ] Spring ___________ (year)   [ ] Summer ___________ (year)   [ ] Spring/Summer ___________ (year)

b. This student will not be enrolled but is a student in a doctoral program who will be participating in one of the following:

- [ ] Preparing for preliminary examination (month/year of tentative exam date ______________________ )
- [ ] Conducting research for Ph.D. dissertation
- [ ] Working on Ph.D. dissertation

c. Will this student’s effort equate to at least half-time enrollment?  [ ] Yes   [ ] No

I certify that the above-named student is currently in good academic standing in his or her program of study. This student is making satisfactory academic progress toward the completion of his/her program, as measured by the standards for this program and the student’s University of Michigan School or College.

_____________________________   ______________________   _________________________________
Signature of Department or Dissertation Chair  Title  Date

_____________________________   ______________________   _________________________________
Printed Name  Telephone Number  Email Address