

Maximum Timeframe Appeal

Financial Aid Office

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ctcLink Number	Date of Birth	
Last Name	First Name	Middle Initial

How the Maximum Timeframe Appeal Process Works:

Appeals are reviewed by the Financial Aid Advisory Committee and you will be notified of the Committee's decision through your preferred email account.

Please allow 4-6 weeks for the appeal to be reviewed and please note that the Committee's decision is final and cannot be appealed further.

Step 1: Type, print, and sign a Personal Statement.

Describe in detail why you have exceeded the maximum number of credits for your program. [*Proceed to Step 2.*](#)

What should I include in my statement?

- ▶ **Explain** why you have not completed your program of study within the number of credits allowed.
 - ▶ Did you need to retake classes due to unsatisfactory grades or did you withdraw from classes?
 - ▶ Did you change your program or complete a previous program?
 - ▶ Did you transfer in credits that do not apply toward your program of study?
 - ▶ Did you have a prior Maximum Timeframe Appeal conditions that need to be reevaluated due to exhausting the approved credits, changing your program, or seeking an additional degree/certificate?
- ▶ **Describe** your plan to finish your program in a timely manner.

Step 2: Obtain and submit a current Academic Advisement Report from your Program Advisor.

- ▶ Make sure your current academic advisement report is signed by you and your advisor.
Keep a copy for your own personal records! [*Proceed to Step 3.*](#)

What is an academic advisement report?

An academic advisement report is issued by your academic advisor. An academic advisement report lets Financial Aid know what program you are pursuing, what classes you have taken that satisfy the requirements, and what classes are remaining for you to complete the program. This helps Financial Aid determine how many credits, and what classes should be funded if your Appeal is approved.

Step 3: Certification and Signature.

STUDENT CERTIFICATION AND SIGNATURE: By signing and submitting this form, I certify that all information reported on it is true and correct. I understand that by purposely giving false or misleading information on this form, I may be fined, sentenced to jail, or both.

Student's Signature _____ **Date** _____

NOTE: Attach your statement and academic advisement report to this appeal cover sheet. *Appeals missing any required documentation will be returned or not accepted.*



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