Portland Community College

Financial Aid Office
P.O. Box 19000
Portland, OR 97280-0990
Telephone: (971) 722-8888 #4 | Fax: (971) 722-4965

Time-frame Extension Appeal

Federal regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate or transfer program. All attempted credits are counted toward this limit, regardless of whether or not financial aid was received. You may be required to file a Time-frame Extension Appeal if you have already earned a Bachelor's Degree. To file a Time Frame Extension Appeal:

1. **Write a signed statement** and attach it to this form. Your statement must answer the following:
   - Why are you unable to complete your program within the maximum time-frame?
   - How have your circumstances changed, allowing you complete your program?
   - What is your educational goal?
   - Which classes do you need to take to achieve your goal?
2. Submit any supporting documentation for this appeal, for example: doctor's notes, court documents, and/or statement of support
3. Fill out Part I and have an academic professional fill out Part II of this form (See Part II for instructions).
4. Submit this form with your written statement and academic plan to the Financial Aid Office.

Part I: Contact Information (to completed by the student)

_____
Last First MI

_____
Street Apt. #

_____
City State Zip

G_____/_____
G number / last 3 digits of your SSN

(_____) _____
Phone

☐ Check this box if this is a new address

☐ Check this box if this is a new phone number

Part II: Academic Plan (to be completed by an Academic or Program Adviser)

If your program of study is either General Studies or a Transfer Degree, this section must be completed by an Academic Adviser. For times and locations of Academic Advisers go to www.pcc.edu/advising. If you are enrolled in a professional or technical program this section needs to be completed by your program's adviser or department chair.

Student's current major:_____

Indicate the student's degree, certificate or transfer program at PCC (check only one):

☐ Associate of General Studies
☐ Associate of Applied Science
☐ Associate of Arts, Science, Business (Transfer)
☐ Certificate of Completion (One Year)
☐ Certificate of Completion (Two Year)
☐ Prerequisites
☐ Lower Division Coursework For Transfer

How many additional credits are **required** to complete this degree, certificate or transfer program?_____

If a student's program of study has limited entry, is the student admitted into the program? ☐ yes ☐ no

Does the student have an accurate GRAD Plan Planner? ☐ yes ☐ no: **If no attach a yearly planner to this form.**

If you, the adviser, have any comments please attach a separate sheet of paper.

_____ _____
Adviser's Name (please print) Title

_____ _____ _____
Adviser's Signature Extension Date

For Financial Aid Office Use only

Your Time-frame Extension appeal has been:

☐ **Approved*,** Comment:_____

☐ **Approved*,** your appeal has been approved for **one academic year**. We will review your request for courses beyond the current academic year when we begin processing files for that year.

☐ **Approved*,** You have been identified as pursuing **pre-req only.** You are eligible for only one year of Federal Direct Student Loans.

☐ **Denied,** Comments:_____

***If you are approved you must follow your approved academic plan. If you fail to follow this plan, your financial aid may be suspended.**

_____ _____

Financial Aid Adviser's Name (please print) Date

_____

Financial Aid Adviser's signature