



2022-2023

Petition for Extension of Maximum Time Frame

for federal financial aid

Financial Aid Office
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*Federal financial aid is intended to assist students in making successful progress toward completing an eligible degree or certificate. Therefore, the STUDENT bears the responsibility of demonstrating progress toward that goal. Determination of Satisfactory Academic Progress (SAP) is based on cumulative attempted hours and takes into account the student's full EWC academic record regardless of whether the student received financial aid funds. The Financial Aid Office is required to look at **all previous periods of enrollment**, including concurrent enrollment/dual credit classes taken while in high school, transfer credits, and periods of Academic Amnesty, no matter how long ago the student was enrolled. Satisfactory progress is evaluated at the end of every semester.*

In compliance with federal financial aid regulations and EWC policies, a student is ineligible to receive federal financial aid, including Direct student loans, if s/he fails to meet any of the following conditions:

- **Loss of Eligibility:** Failed to successfully complete at least 67% of overall credit hours attempted and/or failed to achieve a minimum 2.0 cumulative Grade Point Average (GPA) for one or more semesters following a Warning semester.
- **Maximum Time Frame:** Because federal regulations require a suspension of federal aid when it becomes mathematically impossible for the student to complete his/her program within 150% of the published length of the program, s/he will be placed in a Maximum Time Frame status when attempted credits equal 135% or more of that program (approximately 81-85 attempted credits for associate's programs, 40-45 for year-long certificate programs, and 24-32 for certificate programs less than a year in length depending on credit requirements for the program).

A student who experienced extenuating circumstances (usually considered beyond the student's control) that created the suspension of aid or excessive attempted credits may petition for reinstatement of eligibility by completing the appeal procedure outlined below. **There is a limit of appeals allowed; appeals are accepted at the discretion of the Appeal Committee and only if the criteria established in the appeal agreement and program evaluation are met.**

Appeals should be submitted as soon as possible following notification of loss of eligibility, but **NO LATER THAN MID-TERM OF THE SEMESTER FOR WHICH THE STUDENT IS REQUESTING AID.**

PETITION FOR EXTENSION OF MAXIMUM TIME FRAME APPEAL PROCEDURES

- Complete ALL required information on the appeal form. Incomplete petitions will not be considered.
- Complete *Student Section* of appeal **in detail** (a typed sheet may be attached as long as all points are addressed).
- Attach documentation to support the circumstances (e.g., a letter from a physician to document medical issues). This documentation must be retained in the student's financial aid file, so please do not submit originals.
- The student must meet with an academic advisor to complete the *Advisor Section* of the appeal and to **go over a program evaluation to ensure the student is enrolled only in credits needed to graduate**. Schedules are reviewed each semester and aid is adjusted to fund only required courses. Complete the *Student Section* of the appeal BEFORE making an appointment with an advisor. **Program evaluations may be obtained from the Records Office or via the student's MyEWC account.** Student and academic advisor must sign the appeal form.
- Complete all steps of appeal and submit with required documentation to the Financial Aid Office. The Appeal Committee will review the appeal along with academic and financial aid records to make a decision. **Allow at least 30 days for review.**
- A student is not required to make payments toward an outstanding balance while an appeal is under review, but will not be allowed to charge books during a book charging period unless/until the appeal is approved (or at the discretion of the Appeal Committee). If the petition is NOT approved, the student is responsible for paying all charges incurred.
- Student is notified via mail when a decision is reached on the appeal. Please make sure Student Services has a current and correct address and phone number on file. If the appeal is approved, the student will be required to sign an agreement indicating s/he understands and will comply with the conditions of the appeal approval.
- Students who are abiding by terms of the Extension Agreement do not have to re-appeal each semester.
- A student whose appeal is denied and who disagrees with the decision of the Appeal Committee has the right to re-appeal to the Financial Aid Director.

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STUDENT INFORMATION • MAX APPEAL

Last Name First Name M.I. EWC Student ID Number Social Security Number (last four digits)
Mailing Address (include apartment number) E-mail Address
City, ST, Zip Phone Number (include area code)

STUDENT SECTION (Complete BEFORE meeting with Advisor)

Major/Program of Study: Expected graduation date:

Semester for which you are requesting reinstatement: [] Fall 2022 [] Spring 2023 [] Summer 2023

Have you previously filed an appeal for federal financial aid? [] Yes [] No

If you have attended other colleges, please list here:

All official transcripts must be on file and evaluated by the Records Office before appeal will be reviewed.

If planning to transfer to a four-year institution, please indicate school:

* Please provide a detailed statement explaining why you believe the Appeal Committee should grant your request for continuation of your aid. Simply stating that you need more hours to complete your degree program is not sufficient. Explain WHY you have exceeded the maximum credits allowed to complete your program and WHY you need additional hours to graduate. If you already have a degree, explain why you are returning to school. Although your reasons may be personal, the Committee requires explanation in order to make an informed decision based on the merit of your claims for appeal. Your appeal application will remain confidential. Please be specific, provide clear detail about your educational goals, and attach supporting documentation if it substantiates your explanation. Include explanations for receiving deficient grades and/or reasons for a cumulative GPA below 2.0 if unsuccessfully attempted hours contributed to your exceeding the Maximum Time Frame. Also explain any circumstances that may have contributed to withdrawing from any classes. You may attach additional sheets if needed.

Multiple horizontal lines for writing the detailed statement.

