2015-16 Process for Filing a Financial Aid Max Timeframe Completion Appeal

Information

- Students have the right to appeal a determination of ineligibility for financial aid based on having reached or exceeded 150% of their current academic program length (Max Timeframe). For additional information on the Academic Progress policy, visit: http://www.mc3.edu/adm-fin-aid/fin-aid/understand-fin-aid/acad-progress.

- Decisions to approve or deny Max Timeframe Appeals will be made by the Financial Aid Office based on:
  - Your program completion plan. (Courses included in your plan that are not a part of your program requirements will result in a denial.)
  - The percentage of courses you’ve attempted will be weighed against the percentage of courses you have remaining until you reach 150% of your program length.

- Submission of this form does not guarantee that you will be eligible for financial aid. If you decide NOT to attend MCCC due to your current ineligibility for financial aid, you should officially drop your classes prior to the start of the semester to avoid being charged the tuition and fees. If you decide to stay enrolled, you must make payment to the Business Office by the final payment due date for the semester.

Deadlines

Appeals received after 5pm on the deadline cannot be considered for that semester and any pending financial aid will be removed from the term. The student will be responsible for making payment arrangements with the business office. Appeals received after the deadline for the semester can be evaluated for the following semester.

<table>
<thead>
<tr>
<th>For your appeal to be considered for the</th>
<th>You must submit this form by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015 Semester</td>
<td>September 22, 2015</td>
</tr>
<tr>
<td>Spring 2016 Semester</td>
<td>February 9, 2016</td>
</tr>
<tr>
<td>Summer 2016 Semester</td>
<td>June 15, 2016</td>
</tr>
</tbody>
</table>

Instructions

1. Submit your 2015-2016 FAFSA online at www.fafsa.ed.gov (If you have not already submitted the form.)

2. Fill in the 2015-16 Max Timeframe Appeal Form, located on the reverse side of this paper.
   - Review an evaluation of your active program of study to determine courses needed for completion and fill in the appropriate information in the grid. You must also indicate when you plan on completing these needed courses.
   - If assistance is needed to make this determination, you should meet with a Student Success Center counselor. To schedule an appointment: call 215.641.6577 (Main Campus) or 610.718.1906 (West Campus).

3. Register (or adjust pre-registered schedule) for the courses you indicated you would enroll in for the semester.

4. Submit your 2015-16 Max Timeframe Appeal Form to the Financial Aid Office prior to the deadline noted above.

No appeals will be considered unless all four steps listed above are complete.
2015-16 Max Timeframe Completion Appeal

Student Name ___________________________ Student ID ________________

Instructions
Complete steps 1 through 5 by the appeal deadline indicated on the reverse side of this form. You will receive a letter after your appeal has been reviewed indicating an approval or denial.

1. Active Program of Study: ________________________________

2. Anticipated Program Completion Date: ________________________________

3. Completion Plan:

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>NUMBER OF CREDITS</th>
<th>PROPOSED SEMESTER COURSE WILL BE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Biology</td>
<td>131</td>
<td>4</td>
<td>Fall 2015</td>
</tr>
</tbody>
</table>

4. Sign Below.

By signing this form, I understand that, if my appeal is approved, that I can register and receive financial aid for ONLY courses needed for completion within my remaining eligibility. I also understand that I must complete ALL SUBSEQUENT courses with a grade of C or better. Grades below C, Incompletes, Withdrawals, or Audits in future classes will result in loss of Financial Aid.

________________________________________  __________________________  __________________________
Student Signature  Date  Daytime Phone Number

5. Return this form in person, by mail, fax, or email to Enrollment Services, Office of Financial Aid.