



## 2021-2022 FINANCIAL AID EXTENSION REQUEST

Student Last Name	Student First Name	Date of Birth
Student ID#	Program of Study	

### SELECT REASON FOR REQUEST

- I have earned a bachelor's degree or higher
  - If approved, students with a bachelor's degree or higher will be eligible for student loans only
  
- It appears mathematically impossible to complete my program within the maximum timeframe
  - One-year certificate that requires 48 credits:  $48 \times 150\% = 72$  credit maximum
  - Two-year associate degree that requires 90 credits:  $90 \times 150\% = 135$  credit maximum
  - To view the information our office used to make this determination, please log into your myClackamas, click on [Self Service](#) → Student Planning → My Progress

*The maximum timeframe allowed to complete a program of study is 150% of the required length of the student's specific/published program. This maximum timeframe includes all college-level attempted credits, degree applicable transfer credits, and repeated credit hours, whether or not financial aid was received or courses were successfully completed. A student becomes ineligible for financial aid when they have attempted 150% of the number of credits required for their degree or certificate or if it becomes mathematically impossible to complete the program within 150% of the length of the program.*

- I need to extend my previously approved Academic Plan due to extenuating circumstances.
  - Academic Plan completed with an Academic Advisor
  - Signed personal statement explaining what has happened to make the change in your Academic Plan necessary and how you will make academic progress

### REQUIRED COMPLETION FOR EXTENSION

Each item listed below **MUST** be completed prior to review and attached to this request. Incomplete requests will be denied. See instructions on page 2.

- Academic Plan completed with an Academic Advisor
- Personal statement (must include full name and student ID number)
- Documentation of extenuating circumstances (if applicable)

### TERMS AND CONDITIONS

- I have followed all of the steps on this form and the information provided is correct to the best of my knowledge.
- I am personally responsible for all fees and tuition incurred.
- I understand that I cannot receive federal financial aid unless my Extension is approved.
- I am aware that incomplete Extension requests will be denied.
- If my Extension is approved, I agree to pass all of the courses outlined on my Academic Plan for the appealed term(s) with a 2.00 term GPA and 100% pace.
- I cannot deviate from or change the approved Academic Plan without prior approval from my Academic Advisor and the Extension Committee.
- I understand I can only be granted one financial aid Extension.
- I understand that the final term listed on my approved Academic Plan is the last term I can receive financial aid for this degree.
- I understand that I may only enroll in and receive financial aid for courses that are required for my degree.
- If at any time I do not meet the terms and conditions of this Extension, the Extension will be revoked.

By checking this box and submitting this form, I certify that all of the information contained is true to the best of my knowledge, and that I agree to the Terms and Conditions of this appeal.

Check your myClackamas account for all financial aid correspondence and your Award Letter.

Secure submission of documents can be completed via Dropbox, in person, by mail, or fax to:

Office of Financial Aid and Scholarships · 19600 Molalla Avenue, Oregon City, OR 97045 Phone: 503-594-6082 Fax: 503-722-5864 ·  
e-mail: [finaid@clackamas.edu](mailto:finaid@clackamas.edu) · [www.clackamas.edu](http://www.clackamas.edu)



## FINANCIAL AID EXTENSION INSTRUCTIONS

Clackamas Community College allows students to apply for an extension of their federal financial aid to complete their program of study. The request will require action by both the student and an Academic Advisor. All decisions are on a case-by-case basis. **It is in the best interest of the student to have [official transcripts](#) submitted to CCC from other institutions for evaluation and transfer credit.**

### STEP 1 Schedule an Appointment with an Academic Advisor to Complete an Academic Plan

- The Academic Plan will only include courses required for your degree or certificate at CCC.
- To schedule an appointment, contact Advising at 503-594-3475 or email [advising@clackamas.edu](mailto:advising@clackamas.edu).

### STEP 2 Write Personal Statement

#### Maximum Timeframe

- Describe what occurred that has prevented you from completing your program of study within the maximum timeframe. Ensure your statement is well-thought-out and verifiable.
  - Extenuating circumstances are defined as those where the student has no control, are significant and documentable, are unforeseeable, and had a direct impact on the student's ability to successfully complete the program. Some examples may include: death in the immediate family, medical/illness, or other situations which were out of your control.
  - If illness was a factor, provide documentation from a doctor indicating the onset, duration, and severity of the illness and provide the date that you were healthy enough to return to school.
  - Personal choices, while they may be well-intended, do not constitute extenuating circumstances for which the student has no control.

#### Prior Bachelor's Degree

- If you have a prior bachelor's degree or higher, please explain how you will benefit from obtaining an additional degree or certificate.

#### Request to Extend Original Academic Plan

- Please explain what has happened to make the change in your Academic Plan necessary and how you will make academic progress.

**If you need assistance writing your statement, the Writing Center is available in the Dye Learning Center**

### STEP 3 Proof of Extenuating Circumstances

- Attach appropriate documentation (e.g. medical bills, statement from doctor, court documents, obituaries and newspaper articles).
- Documentation must come from a third-party. Statements from relatives or personal friends will not be considered.

### STEP 4 Submit Your Extension Form with Personal Statement, Documentation, and Academic Plan

- An Extension request will not be considered until all debt to the college is paid in full, and you are in compliance with all financial aid regulations, including [Satisfactory Academic Progress](#).
- Please allow up to four weeks for a decision to be emailed to your myClackamas account and listed in your Self Service.
- Decisions made by the Extension Committee, after review by the Financial Aid Director, are final.

Check your myClackamas account for all financial aid correspondence and your Award Letter.

Secure submission of documents can be completed via Dropbox, in person, by mail, or fax to:

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e-mail: [finaid@clackamas.edu](mailto:finaid@clackamas.edu) · [www.clackamas.edu](http://www.clackamas.edu)