

## EOP/CARE Students

### Financial Aid Extension Request Procedure

1. Schedule an appointment with a counselor or academic advisor in EOPS.
2. Complete the following fillable **Financial Aid Request for Extension Form**.
3. Write a **Personal Statement** (around 300 words) explaining why you have not completed your educational goal and why you need the extension.
4. Bring to the appointment:
  - A completed **Financial Aid Request for Extension Form**.
  - A typed **Personal Statement**.
  - If you have attended other colleges or universities, bring a copy of the unofficial **transcript(s)** to the appointment (not required if you have previously submitted the transcript to De Anza or EOPS.)

**DE ANZA COLLEGE**

Financial Aid Office  
21250 Stevens Creek Blvd.  
Cupertino, CA 95014

Date: \_\_\_\_\_  
DD/MM/YYYY

## Financial Aid Request for Extension

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Personal Statement:**

Please attach a typed statement, minimum of 300 words, explaining why you have not completed your educational goal and why you need the extension.

**Pell Grant and Federal Loans**

1. To answer the following questions go to the website: <http://www.nsls.ed.gov>
2. Click on option for "Financial Aid Review"
3. Log into database with your FSA ID or Create an FSA ID

**Review Pell Grant:**

According to my NSLDS information, my Pell Lifetime Eligibility Used is \_\_\_\_\_%.

Enter 0% if you have never received Pell Grant.

If you have received Pell Grant, **calculate** your remaining eligibility:

**600% Maximum Pell Eligibility** – \_\_\_\_\_ % Pell Used = \_\_\_\_\_ % Pell Remaining

**How many years of financial aid eligibility would you like to have left after you transfer to earn your Bachelor's degree? \_\_\_\_\_ years.**

If your educational goal is to **transfer**, you have the option of **not** receiving Pell Grant at De Anza College and preserving it for future eligibility. If you decide to preserve your Pell Grant, you must inform the Financial Aid Office of this decision via a typed statement.

**Review Federal Loans:**

According to my NSLDS information, I have borrowed loans totaling (enter zero if applicable):

Total Direct Stafford Unsubsidized: \$ \_\_\_\_\_

Total Direct Stafford Subsidized: \$ \_\_\_\_\_

**Total all Loans:** \$ \_\_\_\_\_

*Request for extensions are reviewed in the order in which they are received. The processing time may be up to 8 weeks. Submission of the request does not guarantee approval.*

## Comprehensive Educational Plan Check List

**Students:** In order to expedite the process, it is recommended you complete all (if applicable) areas below prior to scheduling an appointment to meet with a counselor to complete your Comprehensive Educational Plan.

- I understand that my Educational Plan **MUST INCLUDE**: Pre-requisites, Co-requisites (if needed), General Education Courses (AA/AS, IGETC, CSU), Minimum Qualifications, including Out-of-State or Private, Major Courses (UC/CSU can be found on ASSIST.org).
- I understand that if I have Advanced Placement test results and any official transcripts from other colleges, they **MUST** have already been evaluated and appear on my De Anza transcript.
- I understand that all applicable assessment results (Math, English, ESL, Chemistry or Biology) must be completed and posted in MyPortal.
- I have **attempted** \_\_\_\_\_ units (include all units attempted at De Anza & Foothill Colleges, as well as units transferred from other colleges).
- I have **completed** \_\_\_\_\_ units (include all units completed at De Anza & Foothill Colleges, as well as units transferred from other colleges).
- My cumulative GPA is: \_\_\_\_\_
- Calculate your **overall pace of completion** (Divide **units completed** by **units attempted**, then convert to a %). What is your overall pace of completion? \_\_\_\_\_%

Which General Education pattern are you following?

- AA/AS
- CSUGE
- IGETC
- Other: \_\_\_\_\_

Check only **one** educational goal you will pursue at De Anza College:

- Certificate in: \_\_\_\_\_
- Associate Degree/ADT in: \_\_\_\_\_
- Transfer **with** AA/AS or ADT:  
Transfer Major: \_\_\_\_\_ AA/AS/ADT Major : \_\_\_\_\_  
My preferred college/university: \_\_\_\_\_
- Transfer **without** AA/AS or ADT:  
Transfer Major: \_\_\_\_\_  
My preferred college/university: \_\_\_\_\_