

FINANCIAL AID REQUEST FOR EXTENSION

INSTRUCTIONS

You are required to complete this process as a part of your Financial Aid application because you have earned the equivalent of 120 or more quarter units of college credit at ALL colleges and universities you have attended.

This form is a required part of your Financial Aid file in order to be eligible for aid. Applicants will be considered **ONE TIME ONLY** for an extended time frame.

The Request for Extension is a **THREE-STEP** process:

1. Fill out the Request for Extension form and meet with a member of the Financial Aid Outreach Staff.
***Official transcripts will be needed for this process and must be evaluated before moving on to step 2.**
2. Take the Request for Extension form and other required documentation to a scheduled academic counseling appointment or walk-in for an educational plan.
3. Return all required documentation to the Financial Aid Outreach Staff and await a decision from Financial Aid via e-mail.

Exceptions

Nursing Program Students: If you are accepted into the Nursing Program bring a COPY of your LETTER of ACCEPTANCE and the Request for Extension form to the Financial Aid Outreach Office.

Masters Program Students: If you have a Bachelor's Degree and a letter of Conditional Admission to a Master's program, then bring a COPY of that letter and a completed Request for Extension form.

REQUEST FOR EXTENSION OF TIME FOR FINANCIAL AID ELIGIBILITY

Name: _____ SID: _____

Email Address: _____ Contact Phone #: _____

Please indicate your educational goal at De Anza College:

What is your Major? _____

____ Certificate

____ Associate Degree without transfer.

____ Associate Degree with transfer to: _____

____ Transfer only to: _____

Please list all prior Colleges, Schools, or Universities you have attended.

College Attended	Dates Attended	Units Earned	Degrees Earned
------------------	----------------	--------------	----------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Written Statement:

On a separate page, please describe (1) what you have studied previously, (2) why you have not reached your goal, and (3) why you need additional time to complete your goal.

Required documentation for counselor meeting:

Lower Division Course Requirements:

____ Articulation Agreement from www.assist.org

____ List of required lower division courses for Private or other Colleges. Obtain this through the Transfer Center.

General Education Requirements: (go to <http://www.deanza.edu/counseling/forms.html>)

____ AA/AS GE Sheet ____ CSU GE Sheet ____ IGETC GE Sheet

Major Requirements: (go to <http://www.deanza.edu/counseling/degrecert.html>)

____ Certificate Courses Required ____ AA/AS Courses Required

OFFICE USE ONLY: ____ Goal ____ Tests ____ Transcripts ____ Info. ____ Exemptions

FAO Comments: _____ FAO Sig/Date: _____

Counselor Comments: _____

_____ Coun. Sig/Date: _____