

# FINANCIAL AID REQUEST FOR EXTENSION

## INSTRUCTIONS

You are required to complete this process as a part of your Financial Aid application because you have attempted the equivalent of, or are approaching, 120 or more quarter units of college credit at ALL colleges and universities you have attended. Or, you are in a certificate program and are at, or approaching, 40 units (for certificates up to 26 units) or 66 units (for certificates up to 45 units). Certificates of fewer than 24 units are not eligible for federal aid.

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.

**IMPORTANT NOTE: Students new to De Anza must have completed 12 units at De Anza College in order to begin the Request for Extension process.**

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

1. Fill out the Request for Extension form (including the Written Statement) and meet with a member of the Financial Aid Outreach Staff. **\*Official transcripts from other colleges 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. EOPS students: please go to your EOPS counselor/advisor for your ed plan.
3. Return all required documentation to the Financial Aid Office 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 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.

