Request for Extension (Winter Quarter 2014): In order to make an appointment in the Counseling and Advising Center you will need to obtain a referral slip from the Financial Aid Office.

DE ANZA COLLEGE
FINANCIAL AID OFFICE
21250 Stevens Creek Blvd.
Cupertino, CA 95014-5793

REQUEST FOR EXTENSION of FINANCIAL AID (TO-DO LIST)

BEFORE YOU FILL OUT A FINANCIAL AID REQUEST FOR EXTENSION:

☐ Take your placement Exams: http://www.deanza.edu/admissions/placement/ (STEP 2)
☐ Declare your Educational Goal: https://myportal.fhda.edu
☐ Maintain Satisfactory Academic Progress: http://www.deanza.edu/financialaid/min_stand.htm

INFORMATION TO GATHER:

☐ Total Pell Grant used to date (%): http://www.nslds.ed.gov (STEP 1)
☐ Total Student Loan debt $: http://www.nslds.ed.gov (STEP 1)
☐ How many years of financial aid eligibility would you like to use after you transfer? (STEP 1)
☐ Print out CSU/ UC Articulation Agreements: http://www.assist.org
☐ Create and Save an educational plan in Degree Works: https://myportal.fhda.edu
☐ Or write it down on paper (STEP 3) Complete your Personal Statement (STEP 4) and sign your Request for Extension Form

WHAT TO BRING TO THE COUNSELOR:

☐ Counseling Referral Form signed off by
☐ Completed Financial Aid Request for Extension Form
☐ CSU/ UC Articulation Agreements: http://www.assist.org
☐ Draft Educational Plan hand written or from Degree Works: https://myportal.fhda.edu

WHAT TO TAKE BACK TO FINANCIAL AID (AFTER COUNSELING MEETING):

☐ Completed Financial Aid Request for Extension Form including Personal Statement
☐ Locked Educational Plan from Degree Works that has been approved/signed by Counselor
  https://myportal.fhda.edu

WHAT HAPPENS NEXT?

☐ Wait 6-8 weeks for response from Financial Aid Office via your My Portal E Mail address
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REQUEST FOR EXTENSION for FINANCIAL AID

Name: ___________________________ SID#: ___________________ Date: ___________________
Email Address: ___________________ Phone #’s: ___________________
What is your major? ________________________________________________

What is your Educational Goal at De Anza College?

☐ Certificate ☐ Associate Degree ☐ Transfer ☐ Other: _______________________________

If you plan to transfer, what school will you be attending? _____________________________

Note: You MUST COMPLETE each step below BEFORE scheduling an appointment in Counseling!

(Check box ☐ when you complete each step)

Step 1: ☐ Pell Grant/Loan Maximums: Go to http://www.nslds.ed.gov/nslds_SA/. What is your total percentage of Pell Grant used to date? ________ (Max is 600%) What is your total student loan debt? ___________. (Sub Max is $23K).

TRANSFER STUDENTS: how many years of Financial Aid eligibility would you like to have left after you transfer to earn your Bachelor’s degree? ________ (FYI - After 3 years, only about 53% of transfer students have earned their BA/BS).

Step 2: ☐ Testing: If you need to take placement tests, you will need the results of these tests BEFORE scheduling an appointment in Counseling. It can take up to three weeks to get the results.

Step 3: ☐ Make an educational plan: either in Degree Works or hand written that shows specifically, which courses, by quarter, you need to take to complete your educational goal.

Step 4: ☐ Personal Statement: Please, list specifically and completely all the reasons WHY you have not completed your educational goal and WHY you need this extension (attach additional pages as needed).

CERTIFICATION: I certify that all information on this application is true, complete and accurate to the best of my knowledge. I understand that I must stick to the courses on my educational plan and make satisfactory academic progress.
Applicant’s Signature ___________________________ Date ____________________