INSTRUCTIONS:

1. Submit the Financial Aid Satisfactory Academic Progress Appeal and/or Maximum Timeframe form/s prior to the due dates stated above. Approval of your Financial Aid Satisfactory Academic Progress Appeal Request is not a guarantee.

2. Make payment arrangements to avoid class cancellations. Extension for tuition due dates are not available. Your tuition and fees are your responsibility because your financial aid is suspended. Failure to make payment arrangements prior to your tuition due date will result in the cancellation of your classes and may also result in a debt. MCC offers a payment plan option. For more information regarding the payment plan please visit http://www.mesacc.edu/students/cashiers/ecashier/.

3. Complete the form in its entirety, including signatures.

4. Submit all required paperwork with your appeal request form.

5. If your financial aid was suspended for Maximum Time Frame you must also complete the Restricted Course List and submit the required MCC degree or certificate check sheet signed by an MCC academic advisor.

6. If your financial aid is currently suspended for Maximum Timeframe and you submit the appeal request form we highly encourage you to enroll only in classes that are listed in the Restricted Course List of your appeal request form. The Financial Aid Appeal Committee may or may not approve all or some of the classes listed in the Restricted Course List. However, if you are enrolled in classes that are not approved by the Financial Aid Appeal Committee you will be responsible for the tuition and fees.

7. Check your Student Message Center (my.maricopa.edu) for a notification of your appeal decision.

TERMS:

- The Financial Aid Appeal decision is final.
- A student that is not granted reinstatement of financial aid is responsible for all tuition and fees.
Maximum Timeframe Appeal Form

Student Name ___________________________ Student ID ___________________________ XXX-XX-______ Social Security # __________ Program or Major ___________________________

I am requesting Financial Aid for (select one):  [ ] Fall or  [ ] Spring or  [ ] Summer

Year: ___________________________

According to Satisfactory Academic Progress guidelines, you are on financial aid suspension. You may appeal by completing this form with an “Academic Plan Restricted Course List” (RCL), evaluated program check sheets or degree progress report, and all academic transcripts, to the Financial Aid Office. Incomplete forms will be rejected. You understand by submitting this form any enrollment within the Maricopa County Community College District may be used for determining the outcome of this appeal. Notification of the committee’s decision will be delivered to your Student Center. Please allow at least 30 business days (may take longer during peak processing periods). All Committee decisions are final.

Students may request to have their timeframe extended under the following circumstances:

☐ Program of study has changed from ___________________________ to ___________________________.
☐ I have attempted 150% or more of the credits required for my degree/certificate.
☐ I have transferred hours that do not apply to my program of study.
☐ I have an Associate’s Degree and am pursuing a second degree or certificate.
☐ I have earned a Bachelor’s Degree (or higher) and am pursuing another Degree or Certificate.
☐ I must take specific coursework in order to enroll in an eligible program (students requesting an extension under this requirement must be taking classes that are a prerequisite for admission to the program. Students meeting this Preparatory Course Work requirement are not grant eligible and may only be considered for loans during one consecutive 12 month period).

Submit this form with a typed appeal letter along with the appropriate documentation. Your appeal letter must address at least one or more (if applicable) of the following:

☐ 1. Explanation as to why you have earned more credits than your degree/certificate program requires.
☐ 2. Explanation as to why you have changed your program of study.
☐ 3. Explanation as to why you are taking additional coursework if you already have a degree.

Your signature below acknowledges that you have READ & UNDERSTAND the above restrictions &/or recommendations.

Student Signature: ___________________________ Date: ___________________________

Chandler-Gilbert Community College • Estrella Mountain Community College • Gateway Community College • Glendale Community College • Maricopa Skill Center • Mesa Community College • Paradise Valley Community College • Phoenix College • Rio Salado College • Scottsdale Community College • South Mountain Community College
Academic Plan/Restricted Course List

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID#</th>
<th>XXX-XX-</th>
<th>SSN: xxx xx- _ _ _</th>
<th>Program or Major</th>
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I am requesting Financial Aid for: [ ] Fall or [ ] Spring or [ ] Summer Year: ____________________________

INSTRUCTIONS: Meet with a MCC Academic Advisor and list courses needed to complete the indicated program. List courses in progress only if they are required for the indicated program. Attach copies of ALL unofficial academic transcripts which have not been evaluated and an evaluated MCC or University program check sheets, or degree progress report for program indicated above. When completing this form, please be accurate.

NEEDED or IN PROGRESS: Only these courses may be used to maintain and/or reinstate Financial Aid eligibility.

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<thead>
<tr>
<th>Advising Notes</th>
<th>Course #</th>
<th>Credits</th>
<th>Financial Aid Notes</th>
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TOTAL HOURS TO BE COMPLETED __________

BE AWARE:

Your signature below acknowledges that you have READ and UNDERSTAND the following restrictions:

ADDITIONAL, SUBSTITUTED or REPEATED classes will NOT be funded UNLESS an ADDENDUM is FILED and APPROVED prior to the end of the affected term. You will not be funded for courses other than those listed and approved on this form. If you receive funds for classes other than those listed and approved on this form, your award may be reduced or cancelled, and/or you may be Suspended from any further Financial Aid. Only these courses may be used to maintain and/or reinstate Financial Aid eligibility.

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<th>Student’s Signature</th>
<th>Date</th>
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ACADEMIC ADVISOR USE ONLY

1. How many credits does student need to complete degree/certificate? ________credits.
2. What degree/certificate is student pursuing and is also declared on record (SIS)? ____________________________
3. Attach the appropriate check sheet/s? MTF’s without the program check sheet (Degree, MAPPS check sheet, etc.) will not be reviewed.

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<th>Advisor’s Printed Name</th>
<th>Advisor’s Signature</th>
<th>Date</th>
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