

FINANCIAL AID MAXIMUM TIME FRAME APPEAL for the 2009 – 2010 Award Year

Print your name and address INSIDE this box. Do not go outside the box!!

Name: _____

Address: _____

City, State, Zip: _____

You have been denied further financial assistance due to reaching your maximum time frame. All students are expected to complete their degree objective within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of the program. You have exceeded that limit.

You may re-establish financial aid eligibility by successfully appealing your status based on unusual and/or extenuating circumstances. **To appeal, you must complete the steps below:**

Step 1: Write a personal statement that:

- ✓ Explains the circumstances that affected your progress
- ✓ States your degree/certificate objective AT Normandale Community College

Step 2: Meet with an academic counselor to receive the Degree/Certificate Plan Verification Form. You must bring:

- ✓ Your written personal statement (from Step 1)
- ✓ Your degree/certificate audit for the degree you are pursuing. To do this, go to the Financial Aid & Scholarship website (www.normandale.edu/financialaid), click on Your Information ON THE WEB. Login. Then click Grades and Transcripts, then Degree Audit Report.
- ✓ Copies of your academic transcripts from all previous colleges.

Step 3: Submit the following to the Financial Aid and Scholarship Office:

- ✓ Financial Aid Maximum Time Frame Appeal
- ✓ Personal Statement (from Step 1)
- ✓ Degree/Certificate Plan Verification Form (from Step 2)

I understand that it is my responsibility to follow the above steps and provide any and all supportive documents and information necessary to substantiate this request.

RETURN ALL COPIES – DO NOT DETACH

ALL DECISIONS ARE FINAL.

Your Signature

Social Security No.

Tech ID

Phone Number

Date

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DO NOT WRITE BELOW THIS LINE!!

Financial Aid Office Use Only

Date Appeal Considered:

Action Taken:

- Petition Conditionally Approved, only for the specific classes, as outlined by your academic counselor, needed to complete your degree/certificate at Normandale. Courses not on your degree plan are not aid eligible and are not included as registered credits for aid purposes.
- Petition Denied. You are not eligible for any further aid.
- No Decision. Additional information needed. See comments below.
- You still need to apply for financial aid for the 2009-2010 school year.

Comments:

Associate Dean's Signature (or Dean's designee)