



Maximum Time Frame Appeal (Graduation Plan)

Financial Aid Office
 1042 West Hamlet Avenue
 Post Office Box 1189
 Hamlet, NC 28345
 (910) 410-1726
 Fax (910) 582-7102

Serving Richmond and Scotland Counties

Student Name: _____ **Student ID or last 4 digits of SSN:** _____

Telephone Number: _____ **Email Address:** _____

Students who have been disqualified from receiving financial aid due to exceeding the 150% Maximum Time Frame may appeal that decision by completing this form. Complete all sections of this form to appeal your financial aid ineligibility. Failure to complete all sections or to submit all documentation will result in a delay in the decision of your appeal or denial.

**Lack of knowledge of the SAP Standards will not be grounds for the approval of an appeal.*

STEP 1: Your Current Academic Program Information

Degree Objective: Associate Degree Certificate Diploma

Name of Program		Catalog Year	
Number of Classes Remaining to Complete Degree		Expected Graduation Date	
Total Credit Hours Required for the Degree		FYI-You can find all this information on your Program Evaluation.	
Total Credit Hours Earned Toward Degree	Total Credit Hours Remaining to Earn Degree		

(Please submit a copy of your Program Evaluation.)

You can access your Program Evaluation through your Self-Service account.)

STEP 2: REASONS FOR NOT MEETING SATISFACTORY ACADEMIC PROGRESS STANDARDS *(Indicate the extenuating circumstances which have caused you to exceed the Maximum Time Frame for your program examples include: Illness, injury, change of program of study etc. Specify start and ending dates of the extenuating circumstance. Attach additional pages if needed. **Include documentation which supports your circumstance.**)*

Warning: According to the U.S. Department of Education, if you purposely give false or misleading information on form, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.

STEP 3: EXPLANATION OF STEPS FOR FUTURE SUCCESS

(Describe the steps you have taken to address the above circumstance(s) – which will ensure your ability to follow the timetable of remaining coursework for program completion listed in Step 4. Attach additional pages if needed.)

STEP 4: EDUCATIONAL PLAN - TIMETABLE OF REMAINING COURSEWORK FOR PROGRAM COMPLETION

(All students submitting a Maximum Time Frame Appeal must also complete and submit the information below, indicating all remaining required courses in your academic program. Any extension of financial aid eligibility will be limited to only those courses which are required to complete your academic plan/degree.)

Fall Year _____ Course Name & # Cred. Hrs. _____ _____ _____	Spring Year _____ Course Name & # Cred. Hrs. _____ _____ _____	Summer Year _____ Course Name & # Cred. Hrs. _____ _____ _____
--	--	--

Fall Year _____ Course Name & # Cred. Hrs. _____ _____ _____	Spring Year _____ Course Name & # Cred. Hrs. _____ _____ _____	Summer Year _____ Course Name & # Cred. Hrs. _____ _____ _____
--	--	--

Fall Year _____ Course Name & # Cred. Hrs. _____ _____ _____	Spring Year _____ Course Name & # Cred. Hrs. _____ _____ _____	Summer Year _____ Course Name & # Cred. Hrs. _____ _____ _____
--	--	--

Advisor Signature: _____ **Date** _____

STEP 5: Student Statement and Signature

- I understand I am requesting an appeal for continued financial aid eligibility. The timetable outlined above is for the **required coursework** for completion of my current program of study only. I understand any deviation from the above may result in my being disqualified from receiving any further financial aid.
- I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to complete 100% of the courses for which I register, receiving only A, B, or C grades (no D's, F's, I's, or W's).
- I have attached a copy of my **Program Evaluation** indicating the courses I have taken and the courses needed to graduate.

Student Signature: _____ **Date** _____

Appeal Deadlines: *This completed form, typed statement and supporting documentation should be submitted as soon as possible after Satisfactory Academic Progress emails are received. Classes will not be held if appeals are submitted or approved on or after the payment deadline. If you did not pay for your classes out of pocket and a payment deadline passes, your classes may drop for non-payment. You will be responsible for re-registering for available classes.*

Incomplete appeals will be returned without review.