

2017-2018 FINANCIAL AID EXTENSION

Extensions are required for students who meet one or more of the following criteria:

- It appears mathematically impossible for the student to complete his program within the maximum time frame
- A student has earned a two-year associate degree at CCC
- A student has earned a bachelor's degree or higher

Students who need an extension are ineligible for financial aid unless an extension request is approved. If approved, students with a bachelor's degree or higher will be eligible for student loans only.

Please complete ALL of the steps listed in order before submitting your request. Requests will be returned if all official transcripts have not been received and evaluated prior to date on Educational Plan.

Student Information:

Last Name	First Name	M.I.	Student ID #
Street Address	City	State	ZIP
Home Phone	Work Phone	Email @student.clackamas.edu	
Program of Study (REQUIRED)			

Special note regarding limited entry programs:

Students accepted into a limited entry program - Clinical Lab Assistant, Construction Trades/General Apprenticeship, Dental Assistant, Electrical Apprenticeship Technology, Electrician Apprenticeship Technology, Medical Assistant, or Nursing - **need to complete the student information portion and this box only** prior to submitting to the Financial Aid Office.

Which program have you been accepted into? _____ Date on Acceptance Letter: _____

STEP 1. REQUEST ALL OFFICIAL TRANSCRIPTS

If you have attended other colleges, you must submit all official transcripts to CCC and have the transcript(s) evaluated prior to proceeding with the next steps. This includes transcripts from accredited and non-accredited institutions. Please allow up to 4 weeks for the transcript evaluation process. Request that official transcripts from all institutions you have attended be sent to:

Clackamas Community College
Attn: Graduation Services
19600 Molalla Ave.
Oregon City, OR 97045

STEP 2. PERSONAL STATEMENT

Provide a typed statement identifying your need for an Extension of Federal Aid. Consider the following questions:

- What are your academic and career goals?
- Have you dealt with changes in the job market? If yes, please explain.
- Have you had/taken an extended break in your education? If yes, please explain.
- If you were unable to complete your degree or certificate within the Maximum Time Frame allowed, please explain why. Provide documentation, if applicable.
- If applicable, which specific degree do you have? When did you complete it?
- Will you have enough federal financial aid funds to complete your program? If not, explained how you will supplement the remainder of your program after federal financial aid funds are no longer available.

STEP 3. CONTACT AN ACADEMIC ADVISOR TO DEVELOP AN EDUCATIONAL PLAN

All transferred credits must be received and evaluated prior to meeting with an advisor. Please bring to your appointment the following documents:

- Academic Evaluation: Print your Academic Evaluation from myClackamas
- Email notification from the Office of Financial Aid and Scholarships
- Personal Statement

STEP 4. SUBMIT YOUR COMPLETED APPLICATION

The following documentation must be submitted:

- ☐ Extension Form
- ☐ Personal Statement
- ☐ Academic Evaluation
- ☐ Educational Plan signed by you and a CCC Academic Advisor
- ☐ Any documentation to support your extension request or reasons why you failed to complete in a timely manner, if applicable.

NOTES: It could take up to 4 weeks to review an extension request once submitted.

The committee's decision will be posted under My Documents on your myClackamas account.

I have followed the steps to complete the Extension process and the information provided is correct to the best of my knowledge. I understand that I cannot receive federal financial aid unless my Extension is approved. I am personally responsible for all fees and tuition incurred if I am currently enrolled.

Student Signature _____ Date _____

For additional information on the Satisfactory Academic Progress policy, visit the website at www.clackamas.edu or contact the Financial Aid Office.

FOR OFFICE USE ONLY

Previous Degree ☐ _____Max Time Frame ☐ _____Program 1 ☐ _____Program 2 ☐ _____

SACP/SAPV Program _____

Attempted Cr./Completed Cr. _____ / _____ + TE _____ - Remedial _____ = _____

GPA _____ Pace _____

Loan Amount Used _____ Loan Amount Remaining _____ Pell LEU _____

☐ Approved: _____☐ Denied: _____

Reevaluation: _____

Determination Date: _____