

REQUEST FOR EXTENSION OF FEDERAL FINANCIAL AID

Extensions are required for students who have earned a degree/certificate or have reached their Financial Aid credit limit. See reverse for additional information about credit limits.

Please complete all the steps listed on this form before submitting your request. Your request will be returned if all documents are not present at the time of submission.

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:			

Special note regarding limited entry programs:

Students accepted into a limited entry program - Nursing, Medical Assistant, Dental Assistant, or Clinical Lab Assistant - **need to complete the student information portion and this box only** prior to submitting to Enrollment Services. *See reverse for pre-nursing information.*

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

Note: If you have credits from another regionally accredited college(s), you must submit official transcripts to CCC and have them evaluated prior to proceeding with next steps.

1. Print your Academic Evaluation from myClackamas. Any transfer credits must be evaluated prior to meeting with an advisor.
2. Provide a typed statement identifying your need for 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.
3. Schedule an appointment with an Academic Advisor. Please bring your typed statement and Academic Evaluation to your appointment in order to develop your educational plan.

Oregon City Campus 503-594-3475	Harmony Campus 503-594-0623	Wilsonville Campus 503-594-0944
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4. Submit the following to Enrollment Services:
 - This completed form
 - Your academic evaluation
 - Your typed and signed statement
 - Your educational plan completed & signed by a CCC Academic Advisor
 - Signature of Academic Advisor _____ Date _____

NOTES:

- It could take up to 4 weeks to review an extension request once submitted.
- Results of the review will be posted under MyDocuments on MyClackamas.
- CCC only allows one approved Extension.

Credit Limit Information

You are expected to complete your degree, certificate or transfer program within a specific timeframe. This time frame is measured in credit hours. When you reach the timeframe (credit hour) limit, you will not be eligible for financial aid unless a Financial Aid Extension Appeal is submitted and approved. All attempted credits are counted toward your timeframe (credit hour) limit. This includes all courses for which you have received passing, non-passing, or audit grades, and courses from which you withdraw.

Please refer to your Clackamas Community Catalog issued the year you first began your program at CCC to determine your program's minimum credits. Multiply the minimum credits by 150% to determine hour maximum timeframe (credit hour) limit.

Example: Minimum Credits to Complete an AAOT: 90 credits
Multiply 90 credits by 150%
Maximum time frame to complete AAOT: 135 credits

Credits transferred from other colleges that are accepted by CCC toward your program of study and credits attempted using your own resources are included in the calculation of your timeframe limit.

The purpose of the Extension of Aid is to take into account circumstances that have prevented you from completing your degree, certificate or transfer program within the established timeframe limit. If you have decided to change majors and the additional credits for your new major will place you in excess of the 150% timeframe limit you also need to submit an Extension of Aid Request. Decisions made by the Committee, after review by the Director of Student Financial Services, are final.

Pre-Nursing

Students who are completing prerequisites for a limited entry program will need to declare another program of study (e.g., AAOT, AGS, CC in _____, etc..) as limited entry programs can only be declared *after formal acceptance*. When requesting an extension of aid, only courses needed to complete the declared program of study can be included on the educational plan. For example, if a student declares the AAOT and has already completed their science requirement with other courses and the electives are fulfilled, additional science courses (such as Anatomy & Physiology) cannot be included in the plan.

Check your myClackamas account for all financial aid correspondence and your Award Letter

Fax, e-mail, mail, or return this form in person to:
Student Financial Services · Roger Rook Hall · 19600 Molalla Avenue Oregon City OR 97045
Phone: 503-594-6100 Fax: 503-722-5864 · e-mail: finaid@clackamas.edu
www.clackamas.edu