

Gavilan College – Financial Aid Office

Request for Extension

INFORMATION SHEET

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This form may be used by Financial Aid applicants with an academic status of:

- **Exceeds maximum timeframe**

How/why have I exceeded the maximum timeframe?

According to the Satisfactory Academic Progress (SAP) Policy, financial aid applicants are limited to grants, work study, and student loans up until they reach 150% of program length. This is listed under “Quantitative Standard – Maximum Timeframe Allowed (150% Rule)” in SAP Policy, which states:

Students are required to complete their program within the following maximum allowable timeframe. The timeframe requires students to complete their program of study within 150% of program length.

Educational Goal	The average number of units required to achieve educational goal.	The <u>maximum</u> number of units you may attempt.
Associate Degree	60 units	90 units
General Education for Transfer	60 units	90 units
Certificate Program	30 units	45 units

Credit from Prior Colleges:

Financial Aid applicants who have attended prior trade schools, colleges, and universities are required to submit official transcripts to the Admissions and Records Office. Students are advised to meet with a Gavilan counselor for prior credit evaluation and development of Education Plan. The Financial Aid Office will document prior units as follows: **Attempted units:** The number of previously attempted units will be counted in the maximum timeframe. **Prior units applicable to Gavilan educational goal** will be counted in the pace of completion requirement after units are evaluated by Gavilan Counselor.

Treatment of basic skills courses:

Students who, based on their assessment test scores, are placed on pre-collegiate, non-transferrable levels of English and/or Math courses, will have their maximum timeframe extended by up to 30 units of basic skills coursework. Financial Aid payments will not be authorized for basic skills courses in excess of 30 units.

Treatment of ESL courses:

English as Second Language (ESL) courses will not be counted in the maximum timeframe.

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INSTRUCTIONS:

The *Request for Extension* is a **SIX-PART** process:

1. Review Gavilan unofficial transcript on MyGav to identify GPA, pace of progression, and attempted units.
2. Fill out the **Request for Extension** & attach typed responses for “Student Statement.”
3. **Print PELL & LOAN HISTORY:**
 - a. Go to <https://www.nsls.ed.gov>
 - b. On the “Financial Aid Review” tab, click on “Accept” to view Pell & Loan history.
 - c. You will need your FSA ID to log into NSLDS. To create an FSA ID, click on the “Create an FSA ID” tab and follow the instructions.
 - d. Enter your FSA ID and Password.
 - e. Click “Login”
 - f. Your Loan & Pell history will appear.
 - g. Print LOAN & PELL history.
 - h. Click “LOGOFF”
 - i. Click “CLOSE BROWER” to properly exit.
4. If you have **previously attended other colleges/universities** you are strongly encouraged to submit official transcripts from prior colleges and universities to Admissions & Records. Please do not open sealed envelopes which contain official transcripts.
 - We strongly recommend prior coursework to be evaluated and applied to DegreeWorks. You must see counselor to complete this.
5. If necessary, schedule an appointment with a Gavilan College counselor.
 - a. **If your existing DegreeWorks Education Plan matches your stated goal on page 1 of Extension, you’re not required to meet with counselor.:**
 - Print your Unofficial Degree Audit and Ed Plan
 - b. **If you do not have an Education Plan OR your Degree Works major/Ed Plan do not match your stated educational goal on page 1 of Extension, you must:**
 - Schedule an appointment with a Gavilan College counselor to develop a plan and to review your extension request. An appointment is required, no exceptions. You may schedule an appointment online (www.gavilan.edu/counseling). Appointments are not available January, June, July, or August. Plan ahead.
6. Return Request for Extension & copy of Education Plan to Financial Aid for review.

REQUEST FOR EXTENSION

RE

Name _____

G00 _____

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GAVILAN TOTALS

1. My cumulative GPA is: _____
2. I have attempted _____ units at Gavilan.
3. I have earned _____ units at Gavilan.
4. Calculate your overall pace of completion by dividing units earned by units attempted.

What is your overall pace of completion? _____%

GAVILAN EDUCATIONAL GOAL

Check only one educational goal you will pursue at Gavilan College.

- Certificate in: _____
- Associate degree in: _____
- Associate degree & Transfer. Associate Degree in: _____
- Transfer Program. Transfer to: _____

Note: Your DegreeWorks major and Ed Plan need to MATCH your stated Educational Goal listed above. If they do not match, counselor appointment for Ed Plan, and counselor signature are required on page 4.

COLLEGE HISTORY

List all prior colleges, or universities you have attended.

College, University, Trade School	Units Attempted:	Units Earned:	List certificates & degrees earned at each school.	Official Transcript Submitted to Admissions & Records?
GAVILAN COLLEGE				Not Required

If you've attended prior colleges, have your units been evaluated by Gavilan Counselor?

YES

NO

REQUEST FOR EXTENSION

RE

Name _____

G00 _____

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STUDENT STATEMENT:

On a separate sheet of paper, please type your responses to the following questions:

- Please describe what you have previously studied at Gavilan College & any prior colleges.
- If you changed your major, explain why you decided to change major.
- Describe your current educational goal and if you plan on transferring.
- Include your name, Gavilan ID, on your statement. Please sign bottom of typed statement.

Review Pell Eligibility Used/Remaining:

According to my NSLDS information, my Pell Lifetime Eligibility Used is: _____%. Enter 0% if you've never received Pell Grant. Percentages are calculated as follows:

Two full-time semester Pell awards (e.g. Fall, Spring) = 100%
One semester full-time award = 50%
One semester ¾ time award = 37.5%
One semester ¾ time award = 25%

If you've received Pell Grant, calculate remaining eligibility:

600% - _____% you've received = _____% Remaining

There are Pell Lifetime Limits in place. The maximum amount of Pell Grant I may receive is equivalent to **12 full-time** semesters (or 6 full-time years of PELL).

If your educational goal is to **transfer**, you have the option of not receiving PELL GRANT at Gavilan College and preserving it for future eligibility. If you decide to preserve PELL, you must inform the Financial Aid Office of this decision via a typed statement.

Review Federal Loans:

According to my NSLDS information, I've borrowed loans totaling. Enter 0 if applicable.

Total Direct Stafford Unsubsidized: \$ _____

Total Direct Stafford Subsidized: \$ _____

Total Stafford Subsidized: \$ _____

Total Stafford Unsubsidized: \$ _____

TOTAL ALL LOANS: \$ _____

Initial after reading:

I understand there are aggregate loan limits in place. If I plan to transfer to four year university, I will borrow wisely to ensure I maintain loan eligibility once I transfer. *Maximum \$23,000 subsidized.*

Initials: _____

	Dependent Students	Independent Students
Undergraduate	\$31,000	\$57,500

REQUEST FOR EXTENSION

Name _____ G00 _____

SAP Policy Acknowledgment

By initialing each statement below, I certify I have read and understand each of the following:

_____ I understand the SAP Policy is available online for me to view at <http://www.gavilan.edu/finaid/sap/documents/SatisfactoryAcademicProgressPolicy.pdf>

_____ I have exceeded the maximum timeframe as defined in the SAP Policy, based on the educational goal I have chosen at Gavilan College.

_____ I have developed an Education Plan with a Gavilan Counselor. The plan outlines all the courses needed to reach my educational goal. I will follow my Education Plan.

_____ I will only register for courses listed on the Ed plan, any modification must be PRE-APPROVED by the counselor who developed the Ed Plan.

_____ I understand that if I register for un-planned courses without counselor pre-approval, the counselor will not modify the Ed Plan.

_____ I will maintain a cumulative GPA of at least 2.0.

_____ I understand the "67% rule" which means I must earned at least 67% of the units I attempt, overall and for each term going forward.

_____ If this Request for Extension is approved, I must maintain academic progress standards which include: maintaining overall GPA of at least 2.0 AND I must meet the 67% rule described above.

_____ I understand that if I take classed **NOT** listed on my Ed plan, those classes will not receive funding for grants, work study and student loans.

_____ I understand with the current term, I must pass all classes I take to meet term pace requirement of 67%. If I do not meet the 67% requirement at the end of a term, I will become "ineligible" for future aid.

_____ I understand dropping courses after the No Record Shown deadline will result in W grades which may jeopardize my ability to meet pace requirement.

_____ I understanding if I fail to maintain GPA of at least 2.0 and/or meet term and overall pace requirements, I will be become academically "ineligible."

_____ Ineligible status is permanent and cannot be appealed. Students who become ineligible no longer qualify for grants, work study and student loans.

My signature indicates I understand the SAP Policy and my intent to follow it.

Student signature

Date

REQUEST FOR EXTENSION

Name _____

G00 _____

Counselor Review:

This section is only required when DegreeWorks major, and Ed Plan do not match your stated educational goal on page 1.

Date:	Print counselor's name:
Counselor signature:	Department:
Educational Plan Completed:	DW: YES NO
<i>Prior Unit Evaluation Necessary? (College history listed on page 1)</i> <input type="checkbox"/> Yes. <input type="checkbox"/> No. Notes:	