Chandler Gilbert Community College • Financial Aid
2626 E. Pecos Rd., Chandler, AZ 85225 • Phone 855-622-2332 • Fax 480-857-5205

Maximum Timeframe Appeal

IMPORTANT INFORMATION and DEADLINES THAT AFFECT YOUR FINANCIAL AID

The Financial Aid Maximum Timeframe Appeal Request form provides students that have lost their financial aid eligibility an opportunity to petition consideration for the reinstatement of their financial aid.

NOTE: The Maximum Timeframe (MTF) section of the Standards of Satisfactory Academic Progress (SAP) Policy require that MTF be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session. Please refer to the Maximum Timeframe (MTF) section of the Standards of Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility for more specific details.

To guarantee your Financial Aid MTF Appeal is reviewed in a timely manner please adhere to the submission instructions below and submit by the deadline for the term you are appealing. Incomplete MTF Appeals will not be accepted. The processing time frame is at least 15 business days (and may take longer during peak processing periods). It is the student's responsibility to make tuition payment arrangements in order to avoid class cancellations. *Enrollment cancellation holds will not be granted for students awaiting results of their MTF appeal.*

	Fall 2020	Spring 2021	Summer 2021
Submission Deadline*	Tuesday August 25, 2020	Wednesday January 20, 2021	Thursday May 27, 2021

***Submission Deadline:** *Deadline to submit an MTF Appeal for financial aid is final. Any forms submitted after the submission deadline will not be considered for current semester and will not be accepted for future semesters until after the current semester grades post (if enrolled).*

SUBMISSION INSTRUCTIONS:

1. Contact all of the previous institutions you have attended (if applicable) and make arrangements to have official transcripts sent to Chandler-Gilbert Community College. Once your transcripts are received you must contact Admissions and Records to submit a transcript evaluation request to complete the evaluation process.
2. Complete the student portions of the form in their entirely, including signatures.
3. Type your appeal letter; addressing all applicable points of interest mentioned on the appeal form.
4. Meet with an academic advisor to discuss your goals and create an academic plan/restricted course list (RCL). You may attend any classes you wish but you will only receive aid for the classes listed on your RCL. Please Note: If you attend classes not listed on your RCL your aid will be prorated to only include your RCL approved classes.
5. Make copies of your complete packet for your reference. You will receive paperwork from your academic advisor that must be included with your MTF packet. Once submitted you will not have access to the information you've submitted. Documentation submitted will be kept with the appeal on file and will not be returned once a decision is made including your RCL.
6. Submit your complete Financial Aid Maximum Timeframe Appeal packet to the Financial Aid Office on or before the due dates stated above. Approval of your Financial Aid Maximum Timeframe Appeal request is **not a guarantee of continued eligibility for aid** please refer to the Maximum Timeframe (MTF) section of the Standards of Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility for more specific details.
7. Make payment arrangements to avoid class cancellations. Extensions for tuition due dates are not available. During this process your tuition and fees are your responsibility because your financial aid is suspended. *Failure to make payment arrangements prior to your tuition due date will result in the cancellation of your classes and may also result in a debt. CGCC offers a payment plan option. For more information regarding the payment plan, please visit* http://www.cgc.edu/paymentplan
8. Check your Student Message Center (my.maricopa.edu) for a notification of your appeal decision. This message will supply information about your next steps. Possible appeal outcomes are as follows:
    - DENIAL: Your appeal has been denied and you will not receive financial aid. If you haven't already, you will need to make payment arrangements to pay for your classes to avoid being dropped from your classes. You will need to pay out-of-pocket for your education until you can successfully meet the Maximum Timeframe requirements and re-appeal.
    - APPROVED: Your appeal has been approved and you have been awarded with aid for the term. Your RCL will be reviewed each term to ensure you have met the Maximum Timeframe requirements to proceed to the next term and to confirm enrollment of classes on your RCL. If you have exhausted the classes on your RCL and have not reached your educational goal you will need to meet with an academic advisor again and re-appeal to the financial aid office with an RCL addendum.

All committee decisions are ***FINAL.*** Please make sure you are satisfied you have met all the criteria required for an MTF appeal before submission.

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Maximum Timeframe Appeal Form

_____ Student Name

_____ Student ID

_____ Program or Major

I am requesting Financial Aid for (select one): ☐ Fall or ☐ Spring or ☐ Summer **Year:**_____

According to Satisfactory Academic Progress guidelines, you are on financial aid suspension. You may appeal by completing this form with an "Academic Plan/Restricted Course List (RCL)" , evaluated program check sheets, degree progress report, and all academic transcripts, to the Financial Aid Office. Incomplete forms will be rejected. You understand by submitting this form any enrollment within the Maricopa County Community College District may be used for determining the outcome of this appeal. **Notification of the committee's decision will be delivered to your Student Center. Please allow at least 15 business days (may take longer during peak processing periods) for a response. All Committee decisions are final.**

Students may request to have their timeframe extended under the following circumstances:

- ☐ Program of study has changed from _____ to _____.
- ☐ I have attempted 150% or more of the credits required for my degree/certificate.
- ☐ I have transferred hours that do not apply to my program of study.
- ☐ I have earned a Bachelor's Degree (or higher) and am pursuing another Degree or Certificate.
- ☐ I must take specific coursework in order to **enroll** in an eligible program (*students requesting an extension under this requirement must be taking classes that are a prerequisite for admission to the program. Students meeting this Preparatory Course Work requirement are not grant eligible and may only be considered for loans during one consecutive 12 month period).*

Submit this form with a **typed appeal letter** along with the appropriate documentation. Your appeal letter must address at least one or more (if applicable) of the following:

☐ 1. Explanation as to why you have earned more credits than your degree/certificate program requires.

☐ 2. Explanation as to why you have changed your program of study.

☐ 3. Explanation as to why you are taking additional coursework if you already have a degree.

Your signature below acknowledges that you have READ & UNDERSTAND the above restrictions &/or recommendations.

Student Signature: _____ **Date:** _____

Non-Discrimination Statement

The Maricopa County Community College District (MCCCD) is an EEO / AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX / 504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit http://www.maricopa.edu/non-discrimination.

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Academic Plan/Restricted Course List

Student Name	Student ID#	SSN: xxx xx-_ _ _ _	Program or Major
		XXX-XX-	

INSTRUCTIONS: You must have **official transcripts** from all previous institutions sent in and requested to be evaluated by the CGCC Admissions & Records Office. Once you have confirmed that transcripts have been evaluated, meet with a CGCC Academic Advisor and list courses needed to complete the indicated program above. Attach copies of **ALL** unofficial academic transcripts which have been evaluated and an **evaluated CGCC or University program check sheets, or degree progress report for program indicated above.** List courses in-progress only if they are required for the indicated program. When completing this form, please be accurate.

NEEDED or IN PROGRESS: Only these courses may be used to maintain and/or reinstate Financial Aid eligibility.

Advising Notes	Course #	Credits	Financial Aid Notes

BE AWARE **Your signature below acknowledges that you have READ and UNDERSTAND the following restrictions: *ADDITIONAL*, *SUBSTITUTED* or *REPEATED* classes will NOT be funded *UNLESS* an ADDENDUM is FILED and APPROVED by submission deadline. You will not be funded for courses other than those listed and approved on this form. If you receive funds for classes other than those listed and approved on this form, your award may be reduced or cancelled, and/or you may be suspended from any further Financial Aid. Only these courses may be used to maintain and/or reinstate Financial Aid eligibility.**

Student's Signature	Date

ACADEMIC ADVISOR USE ONLY

1. **Have official transcripts from ALL previous institutions been evaluated by CGCC A&R office? NO_____ YES_____**
2. **How many credits does student need to complete degree, certificate, or program? _____credits.**
3. **What degree/certificate is student pursuing and is also declared on record (SIS)?_____**
4. **Attach the appropriate check sheet(s) (Degree, University check sheet, degree progress report, etc.)**

Advisor's Printed Name	Advisor's Signature	Date

MTFs that have been completed without *official transcripts* evaluated, credits needed indicated, program matching in SIS or program check sheet/s attached will **NOT** be reviewed.