

FINANCIAL AID PETITION GUIDELINES FOR EXTENSION OF CREDIT LIMIT

Completed Petition forms must be submitted to the Financial Aid Office no later than Monday at 5:00 PM on the first day of classes for the term in which you wish to receive aid. Petitions submitted after this time will be considered for the following term. No petitions will be accepted for Summer term. The Student Issues Committee will consider your petition and notify you in writing of the results. You have the option, but are not required, to appear in person before the Committee if you feel your situation warrants further explanation.

Filing a petition does not ensure extension of aid. Until you receive a letter from the Student Issues Committee granting an extension, no aid will be available to you. Therefore, **while the appeal is in process, it is your responsibility to pay your expenses**. If your petition is not approved, you will receive no further funding. If you have no more funding available, you will need to be prepared to pay your own expenses for the term or withdraw from school. Withdrawal by the end of the first week of the term will mean a 100% refund of tuition. If you do not attend and do not formally withdraw by the end of the first week, you will be billed for tuition and fees.

Letters of action by the Student Issues Committee will be available on Friday of the first week of the term (the last day to withdraw and receive 100% tuition refund). It is your responsibility to check with the Financial Aid Office about the outcome of your petition on that day or the letter will be mailed to your current address.

Acceptable reasons for extension of the Credit Limit.

1. Serious injury or illness of student that requires retraining or a change of major
2. Documented disability
3. Inappropriate advising – provided student followed advising recommendations
4. College preparation classes – based on Asset placement and advisor recommendations
5. Job market change - must have spent an amount of time attempting to use first degree
6. Other situations **beyond control of the student** to manage, as determined by the Committee.

Petitioner **must** attach the following items for the petition to be considered complete. Please use this checklist to make sure that you have submitted each item.

- _____ Supporting letters or documents indicated next to the mitigating circumstance you check on petition (i.e., Physician's Statement, disability documentation, etc.)
- _____ Current Registration (can be obtained through the Records Office)
- _____ Updated degree checklist (obtain degree checklist from Advisor)
- _____ Term-by-term Plan (form attached, must be signed by Advisor)
- _____ Copy of Asset test results (obtain from Advisor) If Asset test waived have Admissions initial _____

I wish to personally appear before the Committee (optional): Yes No

I understand that I am responsible for submitting a complete petition on time and, if I do not do this, my petition will not be considered by the committee. I also understand that, if considered by the committee, this is my one chance to petition for extension regardless of outcome.

Signature

Date



FINANCIAL AID PETITION FOR EXTENSION OF CREDIT LIMIT

Name of Petitioner – please print

Social Security Number

Advisor's name

Address

Phone

Term you were disqualified:

Fall 20_____

Winter 20_____

Spring 20_____

Term you wish to be reinstated:

Fall 20_____

Winter 20_____

Spring 20_____

Mitigating Circumstances are the prime factor considered in deciding the outcome of a petition. The reason for the request must be well documented and meet one of the following criteria (Please check one):

Serious injury/illness of student - Must be documented by an **attached *Physician's Statement*** verifying your inability to work in your degree/major field

Nature of injury/illness: _____

When did the injury/illness occur? _____

Disability – You must **attach a letter or other documentation** from the professional or agency that determined your disability

What is your disability? _____

When were you diagnosed with this disability? _____

Who diagnosed your disability? _____

Inappropriate Academic Advising – You must attach a statement from your advisor or the Dean of Students

Who was your advisor? _____

Briefly explain how and why you feel you were misadvised: _____

College preparation classes – You must attach a statement from your advisor

Did you follow your Asset Placement recommendations? _____

Did you follow your advisor's recommendations? _____

Job market change – You must have spent an amount of time attempting to use your first degree. Attach documentation from the Oregon Employment Division on employment outlook and area/regional availability of jobs.

What field is your first degree in? _____

When and where did you receive your degree? _____

Why do you feel a career change or retraining is necessary? _____

Other documented reasons **beyond your control** – The following **are not** considered circumstances beyond your control:

not following asset test placement recommendations

choosing to self-advise

inability to be hired with given academic or vocational skills that are not being utilized

changing majors without pursuing employment opportunities

Pursuing a career change without documented evidence that it is necessary in order to be employed

Briefly describe the mitigating circumstance that you feel warrants an extension. _____

Why do you feel that an extension should be granted? _____

Signature of Petitioner
Rev. 10/18/07

Date