

# FINANCIAL AID REQUEST FOR EXTENSION

## INSTRUCTIONS

You are required to complete this process as a part of your Financial Aid application because you have earned the equivalent of, or are approaching, 120 or more quarter units of college credit at ALL colleges and universities you have attended.

This form is a required part of your Financial Aid file in order to be eligible for aid. Applicants will be considered **ONE TIME ONLY** for an extended time frame.

**IMPORTANT NOTE: Students new to De Anza must have completed 12 units in order to begin the Request for Extension process.**

The Request for Extension is a **THREE-STEP** process:

1. Fill out the Request for Extension form and meet with a member of the Financial Aid Outreach Staff.  
**\*Official transcripts will be needed for this process and must be evaluated before moving on to step 2.**
2. Take the Request for Extension form and other required documentation to a scheduled academic counseling appointment or walk-in for an educational plan.
3. Return all required documentation to the Financial Aid Outreach Staff and await a decision from Financial Aid via e-mail.

### Exceptions

**Nursing Program Students:** If you are accepted into the Nursing Program bring a COPY of your LETTER of ACCEPTANCE and the Request for Extension form to the Financial Aid Outreach Office.

**Masters Program Students:** If you have a Bachelor's Degree and a letter of Conditional Admission to a Master's program, then bring a COPY of that letter and a completed Request for Extension form.

# REQUEST FOR EXTENSION OF TIME FOR FINANCIAL AID ELIGIBILITY

Name: \_\_\_\_\_ SID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

## Please indicate your educational goal at De Anza College:

What is your Major? \_\_\_\_\_

\_\_\_\_ Certificate

\_\_\_\_ Associate Degree without transfer.

\_\_\_\_ Associate Degree with transfer to: \_\_\_\_\_

\_\_\_\_ Transfer only to: \_\_\_\_\_

## Please list all prior Colleges, Schools, or Universities you have attended.

| College Attended | Dates Attended | Units Earned | Degrees Earned |
|------------------|----------------|--------------|----------------|
|------------------|----------------|--------------|----------------|

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

### Written Statement:

On a separate page, please describe (1) what you have studied previously, (2) why you have not reached your goal, and (3) why you need additional time to complete your goal.

### Required documentation for counselor meeting:

#### Lower Division Course Requirements:

\_\_\_\_ Articulation Agreement from [www.assist.org](http://www.assist.org)

\_\_\_\_ List of required lower division courses for Private or other Colleges. Obtain this through the Transfer Center.

#### General Education Requirements: (go to <http://www.deanza.edu/counseling/forms.html>)

\_\_\_\_ AA/AS GE Sheet      \_\_\_\_ CSU GE Sheet      \_\_\_\_ IGETC GE Sheet

#### Major Requirements: (go to <http://www.deanza.edu/counseling/degrecert.html>)

\_\_\_\_ Certificate Courses Required      \_\_\_\_ AA/AS Courses Required

**OFFICE USE ONLY:**    \_\_\_\_ Goal    \_\_\_\_ Tests    \_\_\_\_ Transcripts    \_\_\_\_ Info.    \_\_\_\_ Exemptions

FAO Comments: \_\_\_\_\_ FAO Sig/Date: \_\_\_\_\_

Counselor Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Coun. Sig/Date: \_\_\_\_\_