

Time Limit Appeal Form

Why is there a time limit requirement?

Federal and State financial aid regulations limit the amount of funding students may receive based on the number of credits attempted. Taking classes that are not degree requirements may result in a financial aid repayment and will cause students to reach their maximum time limit more quickly and may prevent them from completing their intended degree. Students close to this limit will be required to request an appeal to be considered for aid and meet with an academic advisor to create an educational plan that documents the number of credits remaining to complete their degree. Submitting an appeal does not guarantee that a student will be approved to take the remaining classes required with the benefit of financial aid. Students will not be considered for aid once they have attempted 150% of the credits required for the completion of their degree or certificate program, or upon determination that a student cannot complete their degree within the 150% timeframe (125% for Washington College Grant, Cascadia Grant, College Bound or State Work Study funding). **No appeals will be considered for a student that cannot complete his/her degree within the 150% timeframe.** This decision is final and is not appealable.

Extensions of time limit are limited

Please be advised that if your circumstances warrant approval of a time limit extension, extensions will only be made if it is possible for you to complete your degree by the maximum 150% timeline. In addition, if your appeal is approved, only credits listed as required on the Degree Worksheet will be funded.

Steps for completing your Time Limit Appeal request:

- 1) Complete student information section, including your reason for requesting an appeal.
- 2) Set an appointment with Student Advising & Support Services to meet with an advisor. Schedule an appointment using Navigate360.

Time Limit Appeal Forms will not be completed during a walk-in appointment

- 3) Review and complete your educational plan with your advisor.
- 4) Be sure to sign your appeal form upon completion with your academic advisor.
- 5) The advisor will submit this form and back-up documentation to Student Financial Services upon completion.

Student Information Section (to be completed by STUDENT)

Incomplete appeals will not be reviewed

Student Name (Print): _____ **Student ID Number:** _____

Student Email: _____ **Student Phone Number:** _____

DEGREE YOU ARE PURSUING: _____

Student: Please give an explanation as to why you have exceeded the credit limitation for your program and state reasons for requesting extended funding of your financial aid (please print and be brief).

Please use a separate sheet of paper if additional room is needed to explain your circumstances

Educational Plan Information (to be completed by ADVISOR)
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Advisor: List classes needed to complete degree or certificate program.

PLEASE NOTE: ALL CLASSES REQUIRED TO COMPLETE CASCADIA DEGREE MUST BE LISTED, OR THEY WILL NOT BE FUNDED.

Quarter #1: _____

Course Number and Name	Credits
------------------------	---------

_____	_____
_____	_____
_____	_____
_____	_____

Quarter #2: _____

Course Number and Name	Credits
------------------------	---------

_____	_____
_____	_____
_____	_____
_____	_____

Quarter #3: _____

Course Number and Name	Credits
------------------------	---------

_____	_____
_____	_____
_____	_____
_____	_____

Quarter #4: _____

Course Number and Name	Credits
------------------------	---------

_____	_____
_____	_____
_____	_____
_____	_____

Quarter #5: _____

Course Number and Name	Credits
------------------------	---------

_____	_____
_____	_____
_____	_____
_____	_____

Quarter #6: _____

Course Number and Name	Credits
------------------------	---------

_____	_____
_____	_____
_____	_____
_____	_____

Advisor Signature: _____

Date: _____

Student Signature and Certification Section

I understand that:

- 1) Extensions of the time limit are not approved solely because more time is needed;
- 2) Extensions are not approved for courses not required for your degree at Cascadia;
- 3) An approved extension is based on the assumption that I will take and complete the classes listed on this education plan to continue to receive funding and, if I fail to do so, the financial aid office has the right to terminate any remaining financial aid funding;
- 4) Review of my appeal will occur 3 weeks prior to the quarter for which it was requested; and
- 5) I will receive a written response to my appeal.

Student Signature: _____ **Date:** _____

Cascadia College is an equal opportunity institution and does not discriminate. See full statement on the [Cascadia Policies and Procedures webpage](#).

For Student Academic Advising Office Use Only (please do not write)

Items to Include:

- ☐ Degree Audit
- ☐ Degree Worksheet

Advisor Notes for Financial Aid:

For Student Financial Services Office Use Only (please do not write)

- ☐ Approved
- ☐ Denied
- ☐ Deferred

Comments:

FAO Signature: _____

Date: _____