Request for Extension (Summer Quarter 2013): All appointment slots in the Counseling and Advising Center have been filled. Students will need to wait until October 7, 2013 to schedule appointments. If you are part of a special program such as DSS, EOPS, OTI or SSRS please go and see your counselor there. These programs offer services throughout the Summer.

DE ANZA COLLEGE
FINANCIAL AID OFFICE
21250 Stevens Creek Blvd.
Cupertino, CA 95014-5793

REQUEST FOR EXTENSION of FINANCIAL AID (TO-DO LIST)

BEFORE YOU FILL OUT A FINANCIAL AID REQUEST FOR EXTENSION:

☐ Take your placement Exams http://www.deanza.edu/admissions/placement/
☐ Have all prior college transcripts evaluated and wait for confirmation email http://www.deanza.edu/admissions/faq.html#prerequisites
☐ Declare your Educational Goal https://myportal.fhda.edu
☐ Have enrolled in and completed twelve units at De Anza College
☐ Maintain Satisfactory Academic Progress http://www.deanza.edu/financialaid/min_stand.htm

INFORMATION TO GATHER:

☐ Total Pell Grant used to date (%) http://www.nslds.ed.gov
☐ Total Student Loan debt $ http://www.nslds.ed.gov
☐ How many years of financial aid eligibility would you like to use after you transfer?
☐ Print out CSU/ UC Articulation Agreements http://www.assist.org
☐ Create and Save an educational plan in Degree Works https://myportal.fhda.edu
☐ Or write it down on paper

WHAT TO BRING TO THE COUNSELOR:

☐ Completed Financial Aid Request for Extension Form
   www.deanza.edu/financialaid/pdf_files/financialaidrequestforextension070512.pdf
☐ Transcript Evaluation Confirmation Email (if you have attended any prior colleges)
☐ CSU/ UC Articulation Agreements http://www.assist.org
☐ Draft Educational Plan hand written or from Degree Works https://myportal.fhda.edu

WHAT TO TAKE BACK TO FINANCIAL AID (AFTER COUNSELING MEETING):

☐ Completed Financial Aid Request for Extension Form including Personal Statement
   www.deanza.edu/financialaid/pdf_files/financialaidrequestforextension070512.pdf
☐ Locked Educational Plan from Degree Works that has been approved/signed by Counselor
   https://myportal.fhda.edu

WHAT HAPPENS NEXT?

☐ Wait 3-4 weeks for response from Financial Aid Office via your My Portal E Mail address
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REQUEST FOR EXTENSION for FINANCIAL AID

Name: ___________________________ SID#: ___________________ Date: _______________
Email Address: _____________________ Phone #’s: _________________________________
What is your major?
What is your Educational Goal at De Anza College?
☐ Certificate  ☐ Associate Degree  ☐ Transfer  ☐ Other: _______________________________
If you plan to transfer, what school will you be attending? ________________________________

Note: You can apply for an extension ONE TIME ONLY!

Note: You MUST COMPLETE each step below BEFORE scheduling an appointment in Counseling!

(Check box ☐ when you complete each step)
Step 1: ☐ Pell Grant/Loan Maximums: Go to http://www.nslds.ed.gov/nslds_SA/ . What is your total percentage of Pell Grant used to date? ________ (Max is 600%) What is your total student loan debt? ___________. (Sub Max is $23K). TRANSFER STUDENTS: how many years of Financial Aid eligibility would you like to have left after you transfer to earn your Bachelor’s degree? ________ (FYI - After 3 years, only about 53% of transfer students have earned their BA/BS).

Step 2: ☐ Transcript Evaluation: If you have transcripts from other schools, turn in sealed, official transcripts to Admissions and Records and request an evaluation and allow at least two months for the evaluation. You must wait to receive the confirmation they have been evaluated BEFORE scheduling an appointment in Counseling.

Step 3: ☐ Testing: If you need to take placement tests, you will need the results of these tests BEFORE scheduling an appointment in Counseling. It can take up to three weeks to get the results.

Step 4: ☐ List all prior colleges, schools, and/or universities you have attended.
College ___________________________ Dates Attended ___________________________
Units Attempted ___________ Units Earned ___________ Degrees Earned ___________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Step 5: ☐ Make an educational plan: either in Degree Works or hand written that shows specifically, which courses, by quarter, you need to take to complete your educational goal.

Step 6: ☐ Personal Statement: Please, list specifically and completely all the reasons WHY you have not completed your educational goal and WHY you need this extension (attach additional pages as needed).

CERTIFICATION: I certify that all information on this application is true, complete and accurate to the best of my knowledge. I understand that I must stick to the courses on my educational plan, make satisfactory academic progress, and can only apply once for an extended time frame.
Applicant’s Signature ___________________________ Date ___________________________