Name: ____________________ ID _____________ Date: __/__/___

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/
- Declare your Educational Goal https://myportal.fhda.edu
- 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
- Obtain a Counseling Referral Form from the Financial Aid Office

WHAT TO BRING TO THE COUNSELOR:

- Counseling Referral Form signed off by
- Completed Financial Aid Request for Extension Form
- 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
- Locked Educational Plan from Degree Works that has been approved/signed by Counselor https://myportal.fhda.edu

WHAT HAPPENS NEXT?

- Wait 6-8 weeks for response from Financial Aid Office via your My Portal E Mail address
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 MUST COMPLETE each step below BEFORE scheduling an appointment in Counseling!

(■ 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: ☐ 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 3: ☐ 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 4: ☐ 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 adhere to the Education Plan and make satisfactory academic progress in order to continue to receive financial aid if the extension is approved.

Students signature: _________________________________ Date: ___________________
A comprehensive Education Plan lists all courses needed (and when you plan to take them) for your certificate, degree or transfer. Comprehensive Education plans are finalized and approved by appointment only.

You must know your college major and your preferred college/university in order to complete a comprehensive education plan and have it approved by a counselor. If you have not decided these two things, please enroll in one of our Career Life Planning courses: CLP 70 or CLP 75. Additionally, you need to list accurate courses (G.E., Major, Pre-requisites and Electives) on your plan. If you do not know this information, please enroll in COUN 200 as soon as possible. COUN 200 is a course that provides you with these details. If you only need technical instruction on how to create an education plan in DegreeWorks, take one of our DegreeWorks Education Planning workshops.

The following items must be completed (√) before your Ed Plan appointment can be made:

☐ My College major is: ________________________________

☐ My preferred college/university is: ________________________________

☐ Advanced Placement test results (if any) and official transcripts from other colleges (if any) have been evaluated by Admissions & Records and appear on my De Anza transcript.

☐ All applicable placement tests (Math, English, ESL, Chemistry or Biology) are completed and the results are posted in MyPortal.

☐ I have completed a Comprehensive Ed Plan in DegreeWorks which lists all the courses I think I need in order to reach my goal. A printed copy of my DegreeWorks Ed Plan is attached. (If having trouble with DegreeWorks, you may write the quarter-by-quarter plan on paper. See reverse side).

My plan includes:

☐ Pre-requisites/Co-requisites (if needed). The course description gives this information.

☐ General Education Courses (IGETC, CSU, Minimum qualifications, campus specific)

☐ Major Courses (UC/CSU transfer students use ASSIST.org)

☐ Electives (if needed)

☐ 90 or more units for Associate degrees or UC/CSU transfer (certificates will have fewer units)

♦ Make an appointment in the Counseling Center (SCS 2nd. floor) to have your Education Plan approved.

Screened by COUN/ADV: ________________________________ Date ________________________________
Write out your complete Ed Plan starting with courses currently In-Progress (IP). Make copies if you need more than 8 quarters.

**Example**

<table>
<thead>
<tr>
<th>Quarter: Fall 14</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 114</td>
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</tr>
<tr>
<td>EWRT 211</td>
<td>5</td>
</tr>
<tr>
<td>READ 200</td>
<td>5</td>
</tr>
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Subtotal: 15

<table>
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<th>Units</th>
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Subtotal: |

<table>
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<tr>
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<th>Units</th>
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</thead>
<tbody>
<tr>
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</table>

Subtotal: |

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<tr>
<th>Quarter 3</th>
<th>Units</th>
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<tbody>
<tr>
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</table>

Subtotal: |

<table>
<thead>
<tr>
<th>Quarter 4</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Subtotal: |

<table>
<thead>
<tr>
<th>Quarter 5</th>
<th>Units</th>
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<tbody>
<tr>
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Subtotal: |

<table>
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<tr>
<th>Quarter 6</th>
<th>Units</th>
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</table>

Subtotal: |

<table>
<thead>
<tr>
<th>Quarter 7</th>
<th>Units</th>
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<td></td>
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</tbody>
</table>

Subtotal: |

<table>
<thead>
<tr>
<th>Quarter 8</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: |

Calculate your total units here

◊ Course Numbering:
- Courses numbered 1-199 are applicable to the Associate Degree
- Courses numbered 1-99 are transferable to CSU
- Courses numbered 1-49 are transferable to UC

◊ Course numbering exceptions may apply.

☺ Under some circumstances UC campuses have maximum unit limits. Google: UC Maximum Transfer Credit Limitation Policy for details.

Degree applicable or CSU or UC units completed: 
Degree applicable or CSU or UC units in progress: 
Degree applicable or CSU or UC units planned: 

Total should be 90 or more units: 
Financial Aid Counseling Referral Form

Date: _________________________________________________________________

Student Name: _________________________________________________________

Student Email: _________________________________________________________

Student ID#: _________________________________________________________

Special Program: _________________________________________________________

Reason for referral to counseling:

☐ Appeal for One Additional Quarter of Financial Aid Probation
☐ Financial Aid Request for Extension

Required action:

☐ New Educational Plan
   Reason: _____________________________________________________________

☐ Updated Educational Plan
   Reason: _____________________________________________________________

☐ Discussion about Unit Load
   Reason: _____________________________________________________________

☐ Discussion about Educational Goal
   Reason: _____________________________________________________________

☐ Other
   Reason: _____________________________________________________________

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Request to see the counselor is being made by:

☐ Lisa Mandy, Financial Aid Director, x8403. Signature: ______________________

☐ Name: ___________________ Title ___________________ Signature: ___________________