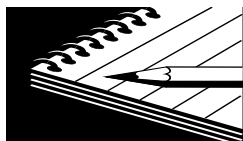


**VENTURA COLLEGE – FINANCIAL AID OFFICE
2007-2008 APPEAL TO EXTEND FINANCIAL AID ELIGIBILITY**

Student's Name _____

SSN/ID _____

TO THE STUDENT: Financial aid students must complete their stated educational goal within the "Maximum Time Frame" as defined in the Satisfactory Academic Progress Standards. Our records indicate that you have reached or exceeded the maximum time frame for your goal and therefore cannot be considered for financial assistance for the 2007-2008 academic year at Ventura College.



ON AN ATTACHED SHEET OF PAPER, please explain why you need additional course work to complete your goal (degree, certificate or transfer) and your estimated final semester. If you have changed your major or goal, include information on your prior goal(s) along with justification for the change. Listed below are some "examples" of circumstances, which require additional course work.

1. Change of Major: Your original major was Engineering and you discovered you did not have the aptitude for Math and are now pursuing a degree in Nursing.
2. Change of Goal: Your original goal was a Certificate in Office Technology and you developed confidence to pursue a Bachelors Degree in Business, etc.
3. Multiple Goals: You plan to obtain an AA/AS Degree and transfer. You have completed the requirement for one goal, but not the other goal.

IMPORTANT: *Select required courses outlined below by your counselor. It may take up to one (1) month for a counseling appointment, so call 805-654-6448 for an appointment immediately.*

TO COUNSELOR: Please attach **AA/AS Degree/Transfer Check Sheets**, which should include all academics for this school and all other schools attended. In addition, please complete the information below. Indicate suggested course work for the Fall/Spring semesters.

NOTE: Extension appeal students **CANNOT** enroll in coursework not specifically required to complete their goal, as outlined in their check sheets.

2007-08 Major: _____

2007-08 Goal: Cert AA/AS Transfer (list school(s)) _____

	<u>FALL</u>	
<u>COURSES</u>	<u>UNITS</u>	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL FALL	_____	

	<u>SPRING</u>	
<u>COURSES</u>	<u>UNITS</u>	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL SPRING	_____	

	<u>SUMMER</u>	
<u>COURSES</u>	<u>UNITS</u>	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL SUMMER	_____	

Total number of units required for major/goal: _____

Counselor's Signature

Date

Student's Signature

Date

NOTICE REGARDING APPEAL TO EXTEND ELIGIBILITY

Federal regulations require that students complete their goal within 150% of the published program length. According to information in your file, you have already met one or both of the following:

- 1) You have obtained an Associates Degree, Bachelor's Degree, Certificate of Achievement, and/or completed your courses necessary for transfer.
- 2) You are over the unit limit for stated goal.

An appeal process exists for students who have extenuating circumstances for exceeding this time frame (i.e. illness of the student, death of an immediate relative, etc.). If you wish to appeal, please attach your justification to this form. Please be advised that you not only need to document which courses you still need to complete, but you must also explain all reasons why you have exceeded the time frame. We have enclosed a copy of your academic transcript for your review. Please include the following information with your appeal:

- 1) Detailed justification.
- 2) Counselor's Certification
- 3) All appropriate check sheets. If your goal is to obtain an A.A. and then transfer to a 4-year college, attach both A.A. and transfer check sheets from your counselor showing all required course work completed and course work still needed.
- 4) If you have changed your major and/or goal and courses you completed applied to your original goal, but not to your current goal, please ask your counselor to document this.
- 5) If illness, death of a relative, etc., attach proof (i.e. letter from doctor, copy of death certificate, etc.)

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