Federal financial aid regulations require schools to establish a maximum time limit on financial aid. The Los Angeles Community College District Financial Aid Satisfactory Academic Progress Policy states that the maximum timeframe for a transfer or Associate degree program is 90 attempted units. Students who have attempted 90 or more units, completed a transfer program, or completed an Associate degree or higher must complete the Extension petition process for continued financial aid consideration.

**INSTRUCTIONS:**

1. Complete the attached petition form if you are requesting an extension of financial aid eligibility. Your petition should address reasons other than financial need for extending your financial aid eligibility. Financial need is assumed. Attach any additional documentation you feel supports your petition. **Please attach all unofficial transcripts, failure to do so will result with a denial.**

2. Your petition must be completed legibly in black or blue ink or typed and contain your complete explanation of circumstances that contributed to your exceeding the maximum timeframe for your current degree/certificate program and/or your reasoning for returning for a new degree/certificate after completing an Associate or higher degree.

3. You must attend a Financial Aid Satisfactory Academic Progress Workshop and sign the Student Responsibility Agreement. By signing the Student Responsibility Agreement, you are acknowledging that you have received information about Satisfactory Academic Progress for financial aid and agree to adhere to guidelines stipulated in it.
   - **All second level appeals must have an Approved Coursework List Form completed by a WLAC Counselor attached.**

   **Please allow a minimum of 30 business days for your petition to be processed.**


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**For Financial Aid Office Use Only**

Cumulative GPA: ____________  
Non-grade Percentage: ________  
Total Units Attempted: ________  
AA Degree: _________________  
BA/BS Degree: _______________  
Semesters of FA used: ________  

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Approved.  
Approved for loans only.  
Approved. No loans.  
Denied due to excessive units.  
Denied due to no academic progress.  
Denied. Incomplete appeal.

Notes: ________________________________________

Reviewed by: ________________________________  
Date: ________________________________

Revised: 07/15/2013
Petition for Extension of Financial Aid

Last Name: [ ]
First Name: [ ]
Middle Initial: [ ]
Social Security Number: [ ]
Student ID Number: [ ]

Are you planning to transfer?  Y  N

Major at transfer school: ____________________
If yes, indicate the school you are transferring to: ____________________

Please explain the circumstances and reasons why you wish to be considered for extended financial aid eligibility. You may use or attach a separate sheet.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you have also been disqualified due to unsatisfactory academic progress (i.e., your cumulative GPA is below 2.0 and/or you have completed less than 67% of attempted units), please a) indicate the circumstances that contributed to your inability to maintain satisfactory academic progress, and b) indicate what you have done to address the circumstances that prevented you from maintaining satisfactory academic progress.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I understand that the Financial Aid Office will not accept Satisfactory Academic Progress (SAP) petitions that are incomplete or lacking required documentation. I am, therefore, submitting my complete SAP petition. I understand that I must submit my petition and other supporting documentation before the deadline(s) noted on the first page of this petition form. Once a decision has been made, the Financial Aid Office will notify me in writing.

________________________________________________________________________

Revised: 07/15/2013