

Maximum Time Frame Appeal for Mesa Community College

IMPORTANT INFORMATION and DEADLINES THAT AFFECT YOUR FINANCIAL AID

The Maximum Time Frame Appeal form provides students who have reached their Maximum Time Frame the opportunity to request reinstatement of their financial aid eligibility.

The Department of Education Requires us to monitor the Satisfactory Academic Progress (SAP) of all students applying for Federal Student Aid.

NOTE: Satisfactory Academic Progress (SAP) is evaluated after the end of each semester (fall, spring, & summer) that a student attends. For students who have not attended MCC recently, their SAP status will be determined from previous semesters attended and any credits transferred in. To review The Standards of Satisfactory Academic Progress (for financial aid eligibility) you can request a copy from us or read it online at <https://www.mesacc.edu/financial-aid/maintain-your-eligibility/standards-satisfactory-academic-progress>.

	Summer 2019	Fall 2019	Spring 2020
Priority Deadline*	n/a	July 18, 2019	n/a
Submission Deadline**	June 13, 2019	October 11, 2019	March 6, 2020

Priority Deadline: *If your Maximum Time Frame Appeal is submitted by the priority deadline date we guarantee a decision will be made by the beginning of the semester (fall semesters only). However, financial aid processing time may take 10-15 business days after the appeal decision has been made.*

****Submission Deadline:** *Deadline to submit a Maximum Time Frame Appeal for current semester financial aid consideration. Forms submitted after the submission deadline date will not be considered for the current semester.*

INSTRUCTIONS: **You will be required to meet with a MCC Academic Advisor to determine which course you need to complete your degree/program plan.**

Before meeting with a MCC Academic Advisor bring the following:

- Academic transcripts (may be unofficial) from other schools/colleges, if they have not been transferred, evaluated and accepted by MCC.
 - Your typed statement explaining why you have reached your MTF (e.g.: program/academic plan change, you have a bachelor's degree, etc.)
1. Have the MCC Academic Advisor type the courses needed for your degree on the Academic Plan/Restricted Course List (RCL) and have them sign the form.
 2. Request the MCCC approved degree/certificate check sheet for your program plan from the Academic Advisor.
 3. Sign and date your MTF Appeal and the RCL (2 signatures total required). Attach your statement, the check-sheet, and any transcripts (if required) to your MTF Appeal and submit it to us before the due dates listed above.
 4. Make payment arrangements to avoid course/class cancellations.
 5. Check your Student Center Message Center (my.maricopa.edu) for your MTF Appeal decision.

TERMS:

- The Financial Aid Appeal decision is final.
- Students are limited to one MTF Appeal. A 2nd Maximum Time Frame Appeal will not be accepted if the 1st Maximum Time Frame academic plan has not been successfully completed.
- If a program plan on an approved MTF Appeal is no longer offered by MCC, a petition to reconsider may be submitted. Federal Regulations require a student to move toward the completion of one degree at a time within an eligible program when receiving financial aid.
- A student that is not granted reinstatement of financial aid is responsible for all tuition and fees.

Non-Discrimination Statement: The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: [\(480\) 731-8499](tel:4807318499). For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>



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Student Name

Student ID Number

Degree /Certificate

I am requesting aid for : Fall _____ Spring _____ Summer _____ Year _____

According to Satisfactory Academic Progress guidelines, you are on financial aid suspension. You may appeal by completing this form with an "Academic Plan Restricted Course List "(RCL), evaluated program check sheets or degree progress report, and all academic transcripts, to the Financial Aid Office. Incomplete forms will be rejected. You understand by submitting this form any enrollment within the Maricopa County Community College District may be used for determining the outcome of this appeal. **Notification of the committee's decision will be delivered to your Student Center. Please allow 10 – 15 business days (may take longer during peak processing periods). All Committee decisions are final.**

Students may request to have their timeframe extended under the following circumstances:

- ☐ Program of study has changed from _____ to _____.
- ☐ I have attempted 150% or more of the credits required for my degree/certificate.
- ☐ I have transferred hours that do not apply to my program of study.
- ☐ I have earned a Bachelor's Degree (or higher) and am pursuing another Degree or Certificate.
- ☐ I must take specific coursework in order to **enroll** in an eligible program (*students requesting an extension under this requirement must be taking classes that are a prerequisite for admission to the program. Students meeting this Preparatory Course Work requirement are not grant eligible and may only be considered for loans during one consecutive 12-month period*).

Submit this form with a **typed appeal letter** along with the appropriate documentation. Your appeal letter must address at least one or more (if applicable) of the following:

- ☐ 1. Explanation as to why you have earned more credits than your degree/certificate program requires.
- ☐ 2. Explanation as to why you have changed your program of study.
- ☐ 3. Explanation as to why you are taking additional coursework if you already have a degree.

Your signature below acknowledges that you have **READ & UNDERSTAND** the above restrictions &/or recommendations.

Student Signature: _____ Date: _____

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Student Name	Student ID Number	Degree /Certificate
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(MUST BE TYPED by MCC Academic Advisor). Classes NEEDED or IN PROGRESS: Only these courses may be used to maintain and/or reinstate Financial Aid eligibility.

[illegible]

BE AWARE Your signature below acknowledges that you have READ and UNDERSTAND the following restrictions: *ADDITIONAL*, *SUBSTITUTED* or *REPEATED* classes will NOT be funded *UNLESS* an ADDENDUM is FILED and APPROVED prior to the end of the affected term. You will not be funded for courses other than those listed and approved on this form. If you receive funds for classes other than those listed and approved on this form, your award may be reduced or cancelled, and/or you may be Suspended from any further Financial Aid. Only these courses may be used to maintain and/or reinstate Financial Aid eligibility.

Date

1. How many credits does student need to complete degree/certificate? _____ credits.
2. What degree/certificate is student pursuing and is also declared on record (SIS)? _____
3. Attach the appropriate check sheet(s). MTF's without the program/certificate check sheet will not be reviewed.

Nina Lyman
 Advisor's Signature

Date