



PETITION TO RECEIVE FINANCIAL AID BEYOND MAXIMUM TIMEFRAME

Student Information

PRINT (Last, First, Middle Initial)

HCC Student ID Number

Street Address

City

State

Zip Code

Phone Number (including area code)

Current Academic Program

Federal regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate or transfer program. All attempted credits are counted toward this limit, regardless of whether or not financial aid was received. You may be required to file this Petition if you have already earned an Associate or Bachelor's Degree. **If approved, your financial aid will only cover the courses listed by the advisor on your plan of study form.** If you take classes not on your plan of study, your financial aid will be suspended. To file this petition, complete the steps below.

Section A: Minimum Criteria

To ensure prompt processing of your appeal the following criteria must be met before submitting your appeal:

1. Complete the FAFSA at www.fafsa.gov
2. Satisfy all financial obligations with the college
3. Not be in default on any prior federal student loans
4. Submit official transcripts from all colleges attended to records office (**required**)
5. Be in compliance with the Cumulative GPA and Completion requirements of the HCC Financial Aid Satisfactory Progress Policy (**or have a SAP completion appeal approved by the HCC Financial Aid Office**)
6. If your major is Nursing, Radiography, Physical Therapy or Engineering, you must be admitted into the program before an appeal can be approved.

Section B: Reason for Petition

1. Why have you exceeded the 150% limit?

Select one of the following:

- _____ I have exceeded the maximum number of credits allowed (including transfer credits), but have not completed my program of study at Heartland Community College.
- _____ I have exceeded the maximum number of credits allowed (including transfer credit), but I have previously completed a program at Heartland Community College and am pursuing another degree or certificate.
- _____ I have exceeded the maximum number of credits allowed (including transfer credits), but have previously completed a program at another institution.
- _____ Other. Please explain in your written statement and document to substantiate your situation.

2. Typed Statement

Attach a typed and signed statement to this form. In your statement be sure to answer all of the following questions:

- What is your education goal?
- Why have you attempted so many credits and not completed your educational goal?
- Why you need additional time to complete your program of study? (Examples: Pursuing 2nd degree, changed major, other extenuating circumstances, etc.)
- Submit any supporting documentation for this appeal, for example: doctor's notes, court documents and /or statement of support.

Your appeal will not be considered without your letter and documentation.

3. Complete attached Plan of Study form with an Academic Advisor.

The plan of study must indicate the courses you need to complete your **current** academic program. Your appeal will not be considered without a completed plan of study form.

Section C: Certification of Understanding

By submitting this appeal, I certify that I have read and agree to the following. Initial each statement of understanding.

- _____ I understand that appeals turned in without supporting material will be denied.
- _____ I understand that handwritten appeals will be denied.
- _____ I understand that decisions on appeals are determined on a case-by-case basis
- _____ I understand that decisions will be communicated via the students HCC email or mailed to current address on file.
- _____ I understand that decisions are final and not subject to reconsideration by any party
- _____ I understand if approved, I will be expected to read, complete and sign a contract for this petition.
- _____ I understand that I may need to provide more information to the financial aid office to complete the processing of my aid application, even if the appeal is granted.
- _____ I understand that Classes and tuition will not be held or waived pending appeal. Bookstore credit will not be granted until this appeal is approved.

Student Signature: _____

Date: _____

Return signed and completed documents to:

Heartland Community College
Financial Aid Office, CCB 1106
1500 W. Raab Road Normal, IL 61761
Email: FinAid@heartland.edu
Fax: (309)268-7962