

MAXIMUM TIMEFRAME APPEAL

Student Name _____ ID # _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Alt. Phone _____

Federal regulations require that an undergraduate student must complete his or her program of study in no longer than 150% of the institutions published program length. College Administrators refer to this as maximum timeframe for a student to achieve a degree or certificate while receiving financial aid. Students will be ineligible to receive financial aid for credits attempted beyond the maximum timeframe. No additional allowances will be made for students who change majors or have excessive transfer credits.

The Financial Aid Office measures a student's progress by adding the total college level credit hours attempted at FKCC plus any transfer credits that the student has taken that are applicable to her/his current program of study. All college coursework is evaluated regardless of whether the student received financial aid for those courses. Evaluation of applicable transfer work is provided by FKCC Student Services personnel.

Appeal Instructions

1. Provide a signed personal statement detailing your exceptional circumstances.
2. The reverse side of this form must be completed by an Academic Advisor BEFORE you submit the appeal for consideration.
3. Deliver your completed appeal including all supporting documentation to the Financial Aid office at FKCC, 5901 College Road, Key West, FL 33040, to the FKCC Middle Keys Center or FKCC Upper Keys Center. Do NOT submit documents individually. Incomplete submissions will be rejected.
4. Your complete appeal will be reviewed within 30 working days from the date it is received. Notification will be via your FKCC email. Please note that the Financial Aid Office or the Student Affairs Appeal Committee may request additional information. Please monitor your email and do not call the Financial Aid office to check the status unless 30 working days have elapsed and you have not yet received a notification email.

SUBMISSION OF YOUR APPEAL DOES NOT GUARANTEE REINSTATEMENT OF FINANCIAL AID ELIGIBILITY.

If my appeal is granted, I understand that I will be limited to enrolling only in the courses listed by an Academic Advisor as required to complete my program of study. I also understand that for the duration of my enrollment at Florida Keys Community College I can only receive grades of A, B or C. I cannot receive any grades of W, I, D or F. I understand that if I fail to maintain these standards I will lose eligibility to receive financial aid.

If I submit this appeal less than 30 working days before the fee payment deadline that I will be responsible for paying all fees, regardless of whether this appeal is subsequently approved.

Student Signature

Date

