



Financial Aid Office

Name: _____ **Student ID #:** @ _____
Last First MI

Address: _____ **Phone #:** () - _____
Street City State Zip

According to our records, you have exceeded the maximum timeframe allowable to receive financial aid at Cypress College. This worksheet will help you determine if you qualify for additional eligibility. The Financial Aid Office is required to monitor a student's academic progress towards his/her declared program of study. In order to monitor your progress, the institution has established a Satisfactory Academic Progress Policy, which all students receiving financial aid must be in compliance. You signed a copy of this statement when you completed your file before receiving aid.

Financial Aid disqualified you at 90 units attempted: Why did this happen?

We strictly enforce only the minimum standards of satisfactory academic progress to comply with Federal law and create the conditions for our students to have the ability to receive financial aid when they transfer and enter higher cost colleges and universities. The Financial Aid Office is responsible for ensuring your long-term financial aid eligibility and responsible use of your Pell Lifetime Eligibility Used (LEU) since the Federal government has shortened the maximum timeframe allowed for students to receive financial aid. Students have the equivalent of 12 full-time semesters of Pell Grant eligibility during their entire undergraduate career. Most universities will disqualify you when you reach 120-180 semester units attempted, including transfer units from Cypress College. Additionally, petitions for extensions are typically not allowed at four-year colleges and universities for students with excessive units. Always consult the financial aid satisfactory academic progress policy at potential transfer institution(s) to determine how they will apply their standards to your units attempted. Certificate program length at Cypress College varies. Students who exceed 150% of the published length of certificate programs are also disqualified.

How can you qualify for additional eligibility at Cypress College?

For students with more than 90 units attempted, there are only three possible ways that additional eligibility for Federal Student Aid programs will be granted additional eligibility at Cypress College.

Option #1: Be selected for formal admission to a competitive Health Science program at Cypress College (Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Mortuary Science, Psychiatric Technology, Radiologic Technology and Registered Nursing.)

Option #2: Request that the Financial Aid Office "discount" remedial units you have previously taken and passed at Cypress College in English, Math, or ESL courses.

Option #3: If you changed majors prior to reaching 90 units attempted, request that the Financial Aid Office "discount" units from your previous major that do not apply toward your current degree program.

What if the options above do not apply to my individual circumstances?

Cypress College will only consider requests for additional eligibility from students who have more than 90 units attempted and who meet one of the options mentioned above. **The Financial Aid Petition Committee will not grant additional eligibility for any reason unless they meet one of the three options specified above regardless of how close the student might be to degree completion or how challenging personal circumstances were up until this point.**

INSTRUCTIONS FOR REQUESTING ADDITIONAL ELIGIBILITY

- Review each option carefully.
- Your signature is required under the option(s) you select.
- All requests will be processed on a first-come, first-served basis by the Financial Aid Office. **Incomplete petitions will result in being denied.**
- You will be notified via US Mail within 4 weeks from the date you submit your petition form. Regarding any additional eligibility remaining and terms while attending Cypress College.
- **Deadline to submit your petition for FALL 2014 is Sept. 26, 2014 12:00 pm.**

Option #1: Request for Health Science Exception

If you have been formally admitted to a competitive Health Sciences program at Cypress College, attach a copy of your admissions letter to this worksheet and submit it to the Financial Aid Office immediately. Health Science exceptions are granted for admitted students only (Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Mortuary Science, Psychiatric Technology, Radiologic Technology and Registered Nursing.) Once your worksheet is processed, you will be notified of any additional eligibility and your terms and conditions for approval via U.S. Mail.

I am requesting a Health Sciences Exception because I have been formally admitted into a Health Science program at Cypress College.

Student's Signature _____

Date _____

Option #2: Request to have Cypress College Remedial Courses & Units "discounted".

The financial aid office will discount up to **30 units** of successfully completed remedial coursework taken at Cypress College toward your attempted unit total as defined below:

STEP 1: Access and print your unofficial Cypress College transcript from myGateway.

STEP 2: On your unofficial transcript, highlight the following courses you completed at **Cypress College** with a "C" or better: **Attach this documentation to this worksheet (REQUIRED!)**

ENGLISH COURSES
ENGL 27
ENGL 57
ENGL 58
ENGL 60

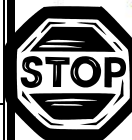
MATH COURSES
MATH 10 MATH 38
MATH 15 MATH 40
MATH 20 MATH 41
MATH 30

ANY ESL COURSES
ESL 40 to ESL 186

STEP 3: Use the formula below to determine if you have additional eligibility remaining:

Formula for Establishing Additional Eligibility for Financial Aid

<p>Total Units Attempted</p> <ul style="list-style-type: none"> All institutions attended, past and present. 	-	<p>TOTAL UNITS ATTEMPTED</p>
<p>Total Number of Remedial Units Passed with "C" or Higher* from the list above.</p>		<p>CYPRESS REMEDIAL UNITS WITH C OR BETTER</p>
		=
		<p>Must be less than 90** to establish additional eligibility</p>



If your new total is still greater than 90, you are not eligible for additional semesters of aid.**

*Maximum number of earned remedial units allowed is 30.

**If you are receiving a Certificate, your maximum eligibility is defined as (# of units required for certificate x 150% = □.)

I am requesting that my remedial units be discounted so additional semester(s) of eligibility for financial aid can be established.

Student's Signature _____

Date _____

Option #3: Did you change your major prior to reaching 90 units attempted?

The financial aid office will consider discounting units of previous-major related coursework toward your units attempted total. However, please note that you cannot have more than **30 units** of remedial or previous-major related coursework discounted toward your units attempted. Only one change of major prior to reaching 90 units attempted will be considered.

LIST YOUR CURRENT MAJOR: _____

LIST PREVIOUS MAJOR(S) AND INSTITUTION(S) ATTENDED: _____

STEP 1: Print your unofficial transcripts from all institutions attended, past and present. You can print your unofficial Cypress College transcript by logging into myGateway.

STEP 2: Highlight all courses passed with a “C” or better that were required for your previous major. Do not include courses that were part of your General Education requirements. Only include courses that were specifically required for your major.

STEP 3: Using the College Catalog where the requirements for your previous major were contained (catalogs are available online or hardcopy), print out the page which summarizes the courses needed for your previously selected major. **Attach this printout to this worksheet (REQUIRED!)**

Example:

- If you had a previous major of Engineering and changed to Business, prior to reaching 90 units attempted. We can discount up to 30 units of passed units that do not apply to you current major.

Required Documentation:

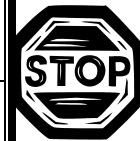
- Major Requirements from the Cypress College Catalog

STEP 4: On your unofficial transcript, highlight the courses you completed with a “C” or better that satisfied your previous major requirement(s). **Attach this documentation to this worksheet (REQUIRED!)**

STEP 5: Determine if you have additional eligibility using the formula below:

Formula for Establishing Additional Eligibility for Financial Aid

Total Units Attempted • All institutions attended, past and present.	-	TOTAL UNITS ATTEMPTED
Total Number of Previous Major Units Passed with “C” or Higher*		UNITS FROM PREVIOUS MAJOR(S)
	=	Must be less than 90 to establish additional eligibility



If your new total is still greater than 90, you are not eligible for additional semesters of aid.

*Maximum number of previous major and remedial units allowed for discount is 30.

I am requesting the units earned from previous major(s) prior to reaching 90 units attempted be discounted so additional semesters of eligibility can be established for financial aid.

Student's Signature

Date