

# Maximum Time Appeal Form

## Instructions

Maximum Timeframe extensions are for federal and institutional aid only, State aid is not eligible for a maximum timeframe increase. If you have reached the maximum number of credits allowed to complete your program and are requesting additional time because you have not yet earned your degree or certificate, please complete the following:

1. Meet with a South Academic Advisor and create an Educational Plan, which maps out the credits you need only for your South Seattle College degree—do not include in your Educational Plan credits needed to transfer. The Financial Aid Office will only accept Educational Plans created with an Academic Advisor, do not design your own plan.
2. Print a Degree Audit for your current major
3. Indicate the quarter(s) for which you are requesting additional aid:  
 Fall       Winter       Spring       Summer
4. Write and attach a statement answering the following two questions:
  - a. Why was the initial time period allowed to complete your degree insufficient? Submit documentation, if necessary.
  - b. What are the benefits of completing the additional credits?
5. Attach the Educational Plan, Degree Audit, and your written statement to this completed form and submit it to the Financial Aid Office.

*By signing this form, you certify that it is your intention to complete this new major at South Seattle College, and that all of the classes on your Educational Plan are necessary for your new major.*

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Student's Name (printed)

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Social Security Number/Student ID

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Student's Signature (Please **print**, then sign and date)

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Date