

**PETITION FOR CONTINUATION OF FINANCIAL AID
WITH EXCESSIVE UNITS**

INSTRUCTIONS PAGE

****Please note: You must have a minimum 2.0 cumulative GPA and 67% overall completion rate at the time of petition or your petition cannot be approved, per federal regulations.****

REASON FOR PETITION:

Federal regulations requires schools to establish a time limit to receive financial aid. The maximum timeframe must be no longer than 150% of the published length of the student's educational program, measured in units. A student who has met the maximum limit for their program may file an Excess Units petition to request extended terms of financial aid eligibility. Submitting a petition does not guarantee continued aid. Approval for additional terms to receive financial aid for all students who have reached their 150% limit is dependent on the individual circumstances involved according to the petition, the courses remaining, the student's academic and financial aid history, Pell Grant lifetime eligibility remaining, and will be granted on a case by case basis only. **The petition, if approved, is considered a contract.** Students are expected to complete their goal within the timeframe approved and are expected to enroll only into required courses remaining for their program.

INSTRUCTIONS:

1. First ensure your official prior college transcripts have been submitted to our college.

2. Complete the form 'Request for Student Educational Plan (SEP) for Financial Aid Appeal' and submit directly to the Financial Aid Office to request an updated SEP for the purposes of this petition.

Your request will be forwarded to Counseling. *EOP&S, CalWorks, DSP&S students and Veterans should complete an SEP with their respective program counselors, if available, instead of the Counseling Department; if not available, follow these instructions.* A counselor will conduct a review of all previous coursework and will determine the remaining courses required for your academic goal in providing a complete Student Education Plan

3. You will be notified by Counseling by email that your SEP is ready for download from your DegreeWorks account. You can download a .pdf version of your SEP and submit with your petition form to the financial aid office, or you can print out all forms and mail to us while the campus is closed. If your petition is approved you must ensure that you enroll only into courses indicated as required on your SEP during your remaining term(s) at Las Positas. Once you are notified that your SEP is completed, download completed SEP by logging into Degree Works through Class Web.

4. Email completed Petition form and SEP (as .pdf attached files) to Financial Aid Office for processing (lpfinaid@laspositascollege.edu) or mail original hard copy to Las Positas College, Attn: Financial Aid Office, 3000 Campus Hill Drive, Livermore, CA 94551).

ALLOW up to 4 weeks for review. You will be notified of the decision by email.

FINANCIAL AID STUDENT EXCESSIVE UNITS PETITION

To request additional terms of financial aid after reaching the maximum timeframe

FOR AID YEAR 20__ - 20__

Student Name _____ Student ID _____

Student's Degree Objective: CERTIFICATE OF ACHIEVEMENT AA or AS DEGREE
 AA OR AS DEGREE AND TRANSFER TRANSFER ONLY

Student's Major and/or Transfer Program _____

STUDENT'S INTENDED TRANSFER COLLEGE (if known) _____

STUDENT'S EXPECTED FINAL TERM AT LAS POSITAS: Fall 20__ Spring 20__ Summer 20__

STUDENT STATEMENT: Explain why you have attempted or accumulated so many units without meeting graduation requirements. Address any special circumstances you believe we should be aware of that have affected your ability to complete your program on time, and your current plan for completing your required courses:

STUDENT CERTIFICATION SECTION (check each statement to acknowledge):

I certify that I am fully aware of which courses I must complete in order to reach my academic goal, based on my Student Education Plan. I know that if this petition is approved, I may be paid only for courses which are required for completion of my academic goal, which are listed on the SEP.

I certify that my current official major at Las Positas College matches the degree and major on my Student Education Plan. If not, I have attached a **REQUEST FOR CHANGE OF MAJOR/HOME CAMPUS form** (<http://laspositascollege.edu/admissions/assets/docs/MajorChangeRequest.pdf>) to my petition and the Financial Aid Office will submit the form for me for expedited processing..

I also acknowledge that I understand if my petition is approved, each term while on petition I must earn a minimum 2.0 GPA and minimum 67% of units attempted, or I will be permanently disqualified from any further aid at LPC.

STUDENT SIGNATURE _____ Date _____