Process for Filing a Financial Aid
Maximum Timeframe Appeal

Important Information

- Students have the right to appeal their financial aid ineligibility due to lack of academic progress due (reaching maximum timeframe) by submitting a Maximum Timeframe Appeal. For additional information on the College’s Academic Progress policy, visit: https://www.mc3.edu/paying-for-college/financial-aid/policies-and-resources/satisfactory-academic-progress

- Decisions to approve or deny Max Timeframe Appeals will be made by the Financial Aid Office based on:
  - The courses planned out on your Student Educational Plan. (Courses included in your plan that are not a part of your program requirements will result in a denial.)
  - The percentage of courses you’ve attempted will be weighed against the percentage of courses you have remaining.

- Submission of this form does not guarantee that you will be eligible for financial aid. If you decide NOT to attend MCCC due to your current ineligibility for financial aid, you should officially drop your classes prior to the start of the semester to avoid being charged the tuition and fees. If you decide to stay enrolled, you must make payment to the Business Office by the final payment due date for the semester.

- You will receive a notification in Self Service (log into the MyMC3 student portal at www.mc3.edu to access) after your appeal has been reviewed indicating an approval or denial.

Deadline
There is not a deadline to submit this form; it will be reviewed for the semester in which you’re handing it in or for the upcoming semester, if you’re not currently registered. IMPORTANT: if you are currently registered, you should arrange payment for your current tuition and fees due; it is not guaranteed your appeal will be approved.

Instructions

1. Submit your FAFSA for the academic year for which you’re appealing online at www.fafsa.gov (if you have not already).

2. Fill in the Financial Aid Maximum Timeframe Appeal form, located on the reverse side of this paper.

3. Plan out the remaining courses required for your degree in Student Planner through the Student Portal.

4. Register (or adjust pre-registered schedule) for the courses you indicated you would enroll in for the semester.

5. Submit your Max Timeframe Appeal Form to Enrollment Services, Financial Aid Office.

No appeals will be considered unless all steps listed above are complete!
Financial Aid Maximum Timeframe Appeal

Student Name ___________________________ Student ID ___________________________

**Instructions:** Complete steps 1 through 5 below. You will receive a notification in Self Service (log into the MyMC3 student portal at www.mc3.edu to access) after your appeal has been reviewed indicating an approval or denial.

1. Fill in your program of study/degree information:

   Program(s) of Study: ___________________________ Anticipated Completion Date: ________

2. Plan out all of the remaining courses in your degree program using Student Planner. Ensure your major is correct – you must submit a change of major if it is not!

   **To get started:** log into the **Student Portal at mc3.edu**, click on the **image of the graduation cap** at the top of the page, and then click **Go to Plan & Schedule**.

   **Need help?** Stop into the **Student Services Resource Center** (formerly the Registration Lab) at either campus or access instructions through the **Student Portal at mc3.edu**, under **Resources**, click **Knowledge Base**, and search for **Plan My Courses**.

   **DATE & INITIAL HERE WHEN COMPLETE:** _____ / _____ / _____ Initials: __________ [FAO Staff Confirmation ______ ]

3. Detail the **specific strategies** you will use to successfully complete your courses with C or higher grades:

   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

4. Read the following statement and sign, below.

   By signing this form, I understand that, if my appeal is approved, I can register and receive financial aid ONLY for courses needed to complete my program of study/degree and I must complete ALL SUBSEQUENT courses with a grade of C or better. Grades below C, incompletes, withdrawals, or audits in any future classes will result in loss of Financial Aid.

   ______________________________ ___________________________ ___________________________
   Student Signature Date Daytime Phone Number

5. Return this form via secure document upload at mc3.edu/finaidupload, in person, or by mail **ONLY after you have fully planned out the remaining courses required to complete your major or program of study in Student Planner. YOUR APPEAL WILL NOT BE REVIEWED IF YOUR COURSES ARE NOT FULLY PLANNED!**