



Maximum Time Frame for Completion Appeal Form

Federal Student Aid is meant to assist students in completing their program of study and earning a degree or certificate. To ensure federal dollars are spent appropriately, the federal government requires that each college establish a maximum time frame for completion policy. The maximum time frame for completion of a degree or certificate program is not to exceed 150% of the normal requirements of that program.

The average credit requirement to obtain an associate degree at North Country Community College is 64 credits. Using the 150% formula, the maximum allowable credits attempted to receive financial aid is 96 attempted credit hours (64 x1.5).

The average credit requirement to obtain a certificate degree at North Country Community College is 31 credits. Using the 150% formula, the maximum allowable credit attempted to receive financial aid is 46 attempted credit hours (31 x1.5).

Once a student cannot mathematically complete the program of study within the maximum time frame, they become ineligible for federal student aid. A student who has exceeded the maximum time frame may appeal that status if he/she believes that there are special circumstances.

Examples of special circumstances would be injury, illness, death of a relative, or other extenuating circumstances. A student may submit an appeal, with supporting documentation, to the Financial Aid Office. The Financial Aid Office will notify the students of the outcome of the appeal. The appeal notification will explain if the student will be eligible for additional semesters of financial aid; and if they are not eligible, a reason will be provided.

The maximum time frame requirement is part of the College's Financial Aid Satisfactory Academic Progress policy. The full policy can be found here: <https://www.nccc.edu/financial-aid/federal-sap.html>

You may appeal this decision by answering all the questions below and submitting the responses to the Financial Aid Office. An email will be sent to your email account to inform you of your decision.

Student Name

Student ID

1. What program are you currently enrolled in or what is the last program you were in enrolled (if you departed from enrollment)?

2. What program are you seeking to enroll in?

- Please provide a statement explaining the reason(s) you are requesting federal financial aid for courses beyond your degree completion or 150% of your program length. Cite any unusual circumstances that interfered with the timely completion of your program. Include career goals and specific steps you are taking to successfully complete the required courses for your degree completion. If you changed programs, tell us when and why you changed your program.
- Provide documentation to support your statement (e.g., medical or court documents, etc.) Students who have no support documentation must provide a signed letter from a professional person to support their appeal.

Student Signature

Date

The completed appeal form can be sent to:

North Country Community College
Financial Aid Office
23 Santanoni Ave.
Saranac Lake, NY 12983
Phone: 518-891-2915 Ext 1687
email: financialaid@nccc.edu

