



# Financial Aid Extension

## Gonzaga Guarantee/Time Frame Policy

Gonzaga policy and federal regulations limit the semesters for which a student is eligible for financial aid. Gonzaga policy dictates that undergrads who were admitted as new students and transfers who were admitted with less than 30 credits are entitled to 8 semesters of Gonzaga funded financial aid. Transfer students who were admitted with more than 30 credits are eligible for 4 semesters of Gonzaga Funded financial aid. Federal regulations state that students are ineligible for aid when they have earned more than 150% of credits required to complete their program. Students who have exceeded the maximum timeframe in one or both of these circumstances can appeal using this form.

Student Name:		ID:
Academic Major(s):	Minor(s):	
Anticipated Graduation Date (mm/yy):	Advisor:	

## Instructions

1. Apply for Graduation either on ZagWeb (<http://zagweb.gonzaga.edu>) or in the Registrar's Office (CG229)
2. Using the Degree Evaluation Report from on ZagWeb, develop an Academic Plan for your remaining semesters at Gonzaga (There is an online tutorial available at [www.academicsservices.gonzaga.edu](http://www.academicsservices.gonzaga.edu)) Submit your Degree Evaluation and Academic Plan with this form
3. Use the Academic Planning Guide (available at <http://www.gonzaga.edu/aaa>, click on Academic Planning) to develop an academic plan for your remaining semesters at Gonzaga.
4. Provide an "explanation of circumstances" in the space on the 2<sup>nd</sup> page of this form. Attach a separate piece of paper if necessary. The explanation should address the reasons you were unable to complete your degree within the required time frame limit. Mitigating circumstances may include the following:
  - Change of major
  - Teacher Certification
  - Combination of major for employability
  - Schedule conflicts
  - Medical conflict or ADA requirement
  - Other unusual circumstances
5. Schedule an appointment with your advisor. You must meet with your advisor and secure his/her signature on the 2<sup>nd</sup> page of this form to have your request considered. Be sure to bring your prepared Degree Evaluation and Academic Plan and copy of your completed extension form to the appointment.
6. Sign and submit the completed form, your Degree Evaluation, Academic Plan, and any other corresponding documentation to Financial Aid Office, College Hall Room 129 (in person) or AD Box 72 (campus mail).



# Financial Aid Extension

---

Student Name

ID

**Student Explanation:**

---

---

---

---

---

---

---

---

---

---

---

---

---

**Advisor Comments:**

---

---

---

---

---

---

---

---

---

---

---

---

Advisor Signature

Date

---

**I certify that all information and documentation I have submitted pertaining to this extension Request appeal is accurate and true.**

---

Student Signature

Date

Submit this form and corresponding documents to the Financial Aid Office