

Long Beach City College  
FINANCIAL AID PROGRAMS

**PETITION FOR EXTENSION OF FINANCIAL AID**  
**2008-2009**

Federal financial aid regulations require schools to establish a maximum time limit on financial aid. At LBCC, we require a review of your educational plan at 60 units.

It is recognized that occasionally, for unusual circumstances, an extension may be necessary to enable a student to reach his or her educational objective. It is for this reason that the Petition for Extension is available for qualified students.

In counting units for this purpose, all previous college units may be included whether taken at Long Beach City College or elsewhere whether taken while on financial aid or not. If you are using units from a college you previously attended toward your current educational goal, you will need to have your transcripts sent to LBCC Admissions & Records.

**PROCEDURE:**

1. If you have not done so, send for transcripts from all previous colleges. Forms for this purpose are available in the Admissions Office.
2. Meet with an academic counselor to discuss the courses you still need in order to meet your degree objective. Be sure and list those courses on the petition for both fall and spring semesters. If you have one, attach a copy of your education plan to this petition.
3. Complete the attached petition form.

**IMPORTANT INFORMATION — Please read:**

1. If your petition is approved, you must take the classes you list on your petition. If you decide to take different classes, you must fill out a new Petition for Extension to have those classes approved.
2. If you take classes that are not approved, and which are not required for your degree objective, causing you to need even more time to graduate, future Petitions for Extension will be denied until the non-required units are offset by completed, required classes.

**PLEASE RESPOND TO ALL ITEMS ON THE PETITION**

**Incomplete Forms Will be Returned to You**

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Fill in your name and address on the following lines:

Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
Current Address \_\_\_\_\_ Home Phone # \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Cell Phone # \_\_\_\_\_

----- OFFICE USE ONLY -----

Dear Student:

Your petition to continue to receive financial aid has been:

**APPROVED:**     2008/2009     Fall 2008     Spring 2009     Other  
 Your approval is limited as follows: Fall 08 \_\_\_\_\_ time    Spring 08 \_\_\_\_\_ time    Summer 09 \_\_\_\_\_ time

Approved, but not eligible due to current suspension  
 Another petition will be required for subsequent semesters.

**NOTE:** A copy of your petition with the approved classes is included with this letter. **Only these classes are approved.** If you need to make changes to the classes listed, you must notify the Financial Aid Office by filling out a new Petition for Extension with the new classes. Schedules may be reviewed before checks are ordered.

**PENDING:**

Appointment with \_\_\_\_\_  
 Form completion – see highlighted areas  
 Other \_\_\_\_\_

**DENIED:**

Did not take the classes on the previous extension  
 Too many non-required classes on Petition  
 Other \_\_\_\_\_

You may appeal this decision in person by calling the Financial Aid Office, at LAC 562-938-4257 or PCC 562-938-3955, for an appointment with a Financial Aid Counselor. Be sure to mention that your appointment is to appeal a Petition for Extension.

I wish you continued success in reaching your educational and career goals.

Sincerely,

\_\_\_\_\_  
**Financial Aid Counselor**



OFFICE USE ONLY

Transcripts Reviewed: Yes  No  Date \_\_\_\_\_

Units from other college applicable to current degree \_\_\_\_\_

Total Units _____
Non-Degree Appl _____
Non-Transf _____
ESL _____
Total Completed _____
Through _____

**DECISION:**

Fall:  Approved  Pending  Denied

Spring:  Approved  Pending  Denied

Summer:  Approved  Pending  Denied

Other: \_\_\_\_\_

Professional Judgment Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Financial Aid Counselor

\_\_\_\_\_  
If over 150%, 2<sup>nd</sup> Financial Aid Counselor

\_\_\_\_\_  
Date