Financial Aid
Request for Extension of Hours

Name: ___________________________________ CWID: ___ ___ ___ ___ ___ ___ ___ ___ 
Phone: _________________________________ Email: ____________________________________

(Required)

In general, a student is allowed to attempt up to 150% of the published length of a program
(number of hours need to receive a degree or certificate). Students that have encountered rare,
extenuating circumstances, which have caused them to exceed the maximum number of allowable
hours, may request an extension of hours for their program of study. The request will require
action by both the student and an academic advisor. Requests for extension of hours will be
considered by the Financial Aid Appeals Committee and their decision for approval or denial is final.

ACADEMIC ADVISOR:
Please attach an updated degree audit signed by the academic advisor, noting the courses
which are still left to complete.

________ Number of additional credit hours needed to complete program (include currently
enrolled hours).

Academic Advisor Signature: ____________________________ Date: ______________

STUDENT:
In a TYPED letter, explain why you have attempted more hours than are allowed for your
program, explaining the rare, extenuating circumstances that you have encountered that has
caused you to exceed the maximum number of hours for your program.

Attach documentation (required) for the rare extenuating circumstance(s) that warrant
special consideration beyond the 150% that is allowed by the Department of Education

Student Agreement
I certify that the attached statement and document(s) are true and accurate. I understand
that Collin College has established the Financial Appeals Committee and that the
determination of the committee has the final determination of my appeal. I understand that I
am responsible for any charges and payment deadlines while my appeal is being evaluated.
I hereby give authorization for the attached documentation to be verified.

Student Signature          Date