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**Name of Petitioner****Student ID #****Advisor's name**

Completed Petition forms must be received by the Financial Aid Office no later than the following dates:

Fall 2023      September 22, 2023  
Winter 2024    January 5, 2024  
Spring 2024    March 29, 2024

Petitions submitted after these dates will be considered for the following term. No exceptions will be made. No petitions will be accepted for summer term.

Filing a petition does not ensure extension of aid. Until you receive a letter from the Financial Aid Office granting an extension, no aid will be available to you. Therefore, while the appeal is in process, it is your responsibility to pay your expenses. If your petition is denied, you will receive no further funding and you will need to be prepared to pay your own expenses for the term or withdraw from school. Withdrawal by Friday of the first week of the term will mean a 100% refund of tuition. It is your responsibility to check with the Financial Aid Office about the outcome of your petition before the term begins. If you do not attend and do not formally withdraw by the end of the first week, you will be billed for tuition and fees.

**Mitigating Circumstances** are the prime factor considered in deciding the outcome of a petition. The reason for the request must be well documented and meet one of the following criteria:

- **Serious Injury/Illness of student** - Must be documented by a Physician's Statement or other medical documentation. Include in your explanation the nature of your injury or illness and explain how it has prevented you from completing your degree.
- **Job market change** – You must have spent an amount of time attempting to use your first degree. Attach documentation from the Oregon Employment Division on employment outlook and area/regional availability of jobs. Explain what field your degree is in and why you feel a change in career is necessary. Include copies of all transcripts.
- **Disability** – You must attach a letter or other documentation from the professional or agency that determined your disability.
- **Other documented reasons beyond your control.**

#### **ATTACHMENTS:**

**Petitioner must attach the following items for the petition to be considered complete. Petitions will not be reviewed without all required materials.**

**Type a letter describing the mitigating circumstances that prevented you from completing your degree or certificate program within the maximum credit limit. Explain why you feel the extension should be granted.**

**Supporting letters or documents for the mitigating circumstances. You must submit something that verifies your situation, or your petition will not be reviewed.**

**Degree Audit from Grad Path signed by advisor**

**Academic Planner signed by advisor - if approved these are the only classes you may receive financial aid for.**

In addition to your petition you will need to fill out a FAFSA and return all follow-up paperwork to the Financial Aid Office. If your petition is approved you will only be funded for classes listed on the Academic Planner. You may only petition for an extension of credit limit once.

**Your petition will not be reviewed unless all documents have been received by the term deadlines.**