



Request for Financial Aid Exception Checklist

Financial Aid Office

1255 South Range Colby, Kansas 67701
(785) 460-4679 FAX (785) 460-4633

Last Name

First Name

M.I.

SSN

Student ID number

Student E-mail Address

Your request must include the following:

- **Typed and signed letter** describing the basis for the request. Provide matters of extenuation and mitigation as to the reason for your request as well as the outcomes you plan to achieve if your request is granted.
- **Current Degree Worksheet** completed and signed by your program advisor and yourself. Contact 785-460-5401 or email advising@colbycc.edu to complete.
Keep a copy for your records!

I am no longer eligible to receive Federal Student Aid funds from Colby Community College for one of the following reasons:

- I have earned a Bachelor's degree or its equivalent.
- I am requesting a change from a previously approved program.
- My approved program has been completed and I would like to pursue a second program
- My approved program has not been completed within previously approved conditions and additional credits/time is needed.
- I have lost eligibility for Federal Student Aid due to my grade point average and/or lack of progress.

By signing and submitting this request, I certify that I understand the following:

- Providing false, misleading or partial information to obtain additional financial aid could result in termination of all aid and could lead to repayment of funds and/or prosecution under U.S. criminal code.
- If I am registered for classes, I must pay tuition in full or make arrangements to pay with the Student Accounts Office. If I am unable to pay, I am responsible for officially withdrawing from my classes.
- I must follow my Degree Worksheet and maintain good academic progress to maintain future eligibility.
- The approval of this request does not allow the Financial Aid Office to exceed funding limits prescribed by Federal and State regulations and Colby Community College policies.
- The degree worksheet submitted with this appeal must match my declared program of study at Colby Community College. I authorize the Financial Aid Office to verify and update my official program of study at Colby Community College to reflect the worksheet submitted with this appeal.
- If I receive any external or third party funding for my education, I must notify the agency any time my program of study changes to ensure eligibility requirements are still met.

Student Signature _____

Date _____