



Excess Credit Hour Appeal  
2011-2012 Academic Year

Student Name \_\_\_\_\_ KCC ID# \_\_\_\_\_

Pursuant to policy, students denied financial aid due to excessive attempted credits may request an extension of their aid eligibility. Students may receive funding for up to 150% of the published length of their first program of study. Students working on a second or subsequent approved program of study may also seek an extension of aid eligibility.

The Federal government limits the amount of financial aid a student can receive at each institution, including transfer credits.

1. Please attach a written explanation why you are taking additional classes and your expected educational objective/goal at Kirtland.
2. A graduation audit signed by your KCC academic advisor and/or counselor must accompany this request. The evaluation must indicate the course(s) you need to complete your declared program at Kirtland and show courses taken which fulfill graduation requirements.

Program of Study: \_\_\_\_\_ Credits Still Needed to Complete: \_\_\_\_\_

*Appeals for Winter 2012 semester are due in the Financial Aid Office by December 1, 2011.*

*Appeals for Summer 2012 semester are due in the Financial Aid Office by April 1, 2012.*

*Appeals received after the above dates will not be reviewed until after the census date for the referenced semester.*

**The submission of an appeal does not guarantee a change in your financial aid eligibility. The Office of Financial Aid will review the appeal and notify the student in writing of the appeal decision. Please allow a minimum of 15 business days for review. Until a decision is made any tuition/fees due is the sole responsibility of the student.**

**I certify the information on this appeal form and all attachments are accurate. I understand that if I am currently enrolled in courses needed for my program of study my appeal may need to be held till semester end for a review of my progress.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return form to: KCC, Office of Financial Aid, 10775 N St Helen Road, Roscommon, MI 48653  
Fax number: 989-275-6789