

E-mail: [FinancialAid@montgomerycollege.edu](mailto:FinancialAid@montgomerycollege.edu)

MC ID Number

**M**

Last Name

First Name

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### ***Appeal of Financial Aid Suspension due to Maximum Time Frame***

In order to appeal your Maximum Time Frame suspension, your situation **must** meet one of the criteria below. Check the box which refers to your appeal and follow the listed instructions. Appeals and all supporting documentation should be submitted to the Financial Aid Office no later than **30 days** after the beginning of the semester for which you are requesting this appeal. Appeals received after 30 days may not be processed.

Adherence to these standards is required by Federal and State regulations governing academic progress toward the completion of a college degree or certificate. These standards apply to all financial aid applicants and recipients at Montgomery College. Your suspension was based upon attempting 150% or more of the published credits required for your current Associate or Certificate degree program.

**Financial Aid Appeals Committee decisions are final, and will be sent to you in writing.**

**I have previously submitted an appeal for Maximum Time Frame .**

- ✓ Submit this form stating the semester and year of your last appeal: **Semester** \_\_\_\_\_ **Year 20**\_\_\_\_\_.

**Appeal for Documented Disability or Medical Condition**

- ✓ Attach a statement explaining your disability or medical condition and how it affected your grades or your ability to complete your classes. (Example: hospitalization, student or family illness, family death). You must include steps you have taken to resolve the situation. If it was related to your personal health, are you ready to return to school? If your difficulties were because of a family member, is this situation now stable? A letter of support from your Montgomery College academic advisor or counselor would be very helpful and demonstrates your commitment to improving your progress.
- ✓ Documentation must be included with your appeal to support your claim. For example, provide a note from your doctor.

**Appeal for Change from Certificate to Associate Degree**

- ✓ Attach proof of your change in degree status.

**Appeal for Change in Associate Degree Program or Additional Certificate or Degree**

- ✓ Attach a written statement outlining when and why you changed your program of study and indicate your new anticipated completion date.
- ✓ Attach an Official Graduation Degree Audit Form signed by an appropriate department advisor or Admissions and Records staff person.
- ✓ Attach the Statement of Degree Completion Form signed by an academic counselor or faculty advisor. Copies of this form are available in each campus financial aid office.

If you have questions about preparing your appeal, call the Financial Aid Office at 240-567-5100.

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Rockville Campus  
SV Bldg, Room 124  
51 Mannakee Street  
Rockville, MD 20850

Germantown Campus  
SA Bldg, Room 140  
20200 Observation Drive  
Germantown, MD 20876

Takoma Park/Silver Spring Campus  
ST Bldg, Room 233  
7600 Takoma Avenue  
Takoma Park, MD 20912