



Need Assistance?

Contact the Financial Aid Office 1290 North Ave
Cleveland, WI 53015
Toll Free: 1.888.GOTOLTC, ext. 1718
Email: financial.aid@gotoltc.edu
Fax: 920-693-1834

Maximum Time Frame Plan

Student Name: _____ Student ID #: _____
Program Counselor: _____ Program/Degree: _____

Number of credits needed to graduate: _____

Your appeal for exceeding the maximum time frame has been approved. You can regain eligibility by establishing a Maximum Time Frame Plan with your Program Counselor. A maximum time frame plan determines the remaining courses needed for graduation from your program as well as when those courses will be taken. As long as you follow the terms of the Maximum Time Frame Plan, you will be considered meeting satisfactory academic progress. *Failure to follow the Maximum Time Frame Plan will result in a loss of financial aid (which includes grant, work-study, and student loans).* Should a need arise to change the Maximum Time Frame Plan, or if you fail to meet the terms of the Maximum Time Frame Plan, you will be allowed a **one-time** appeal. After that, you will lose all financial aid eligibility.

Determine required courses and when you will take each one

Create a Maximum Time Frame Plan using the attached template (or similar listing) to list as the courses needed to graduate.

- Only list courses required for your program/degree. No other classes should be taken.
- Ensure you have met the prerequisites for the classes.
- **If a semester is open for registration you must be enrolled according to your plan before your plan can be approved.**

Student Signature: _____ Program Counselor: _____

Date: _____ Date: _____

Return this completed form to the LTC Financial Aid Office

The financial aid office will consider your explanation and documentation during the review of the appeal. After a decision is made, you will be notified via your LTC student email.

<p>Office Use Only:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p> <p>Staff Initials: _____</p> <p>Date: _____</p>
