

FINANCIAL AID COURSE ELIGIBILITY EXCEPTION REQUEST

The U.S. Department of Education regulations require that a student must be enrolled in an eligible program of study to receive financial aid. In addition, only classes required for the student's program of study are eligible for financial aid funding. Classes not required for your program of study will not be eligible for any financial aid funding. There are some instances when a class is required but is not listed in your program of study. In those cases, the student must submit this form to indicate why an exception is necessary by filling out the information below. Before completing this form, please be aware that classes numbered below 0100 (MATH-0097, ENGL-0099, READ-0099, etc...) do not need an exception. These classes are considered "developmental" and are otherwise eligible for financial aid.

Exception requests will be reviewed by the Student Financial Aid Office. Complete and return this documentation to the **KCKCC Student Financial Aid Office, the Technical Education Center, the Pioneer Career Center** or email to finaid@kckcc.edu. If the information received results in a correction our office will notify you. Students will be notified through their student email regarding the results of their request.

A. Student Information

Last Name_____
First Name_____
M.I._____
KCKCC Student ID Number_____
Program of Study

Semester Class Will Be Taken:

 Fall Spring Summer

B. Please Check the Appropriate Box Below

- Class is a pre-requisite for a course required as part of my program of study. Example: MATH-0105 is required as part of my program of study and MATH-0104 is a pre-requisite to MATH-0104.

Class for which exception is being requested: _____

Class on program of study that requires this as a pre-requisite: _____

- Class is an approved substitution for a course required as part of my program of study.

If you are being granted a course substitution, the issuing department must submit the appropriate documentation to the Registrar's Office. Once the change has been formally made on your record, the Student Financial Aid Office will be notified. The credits for the course will not reflect on your record until our office has been notified the substitution has been made to your record. The submission of this form to our office is merely an alert to our office you are pursuing a course substitution.

Class for which exception is being requested: _____

Class on program of study that requires this as a pre-requisite: _____

- Class is part of the Honor's Program (list course) _____

C. Sign This Worksheet

By signing below you certify that all of the information reported is complete and accurate. **ORIGINAL SIGNATURES ONLY**, E-signatures are not accepted.

Student Signature_____
Date