

ENROLLMENT SERVICES
COF Waiver Request

Name: _____ Student ID: _____ Date of Birth: _____

The College Opportunity Fund grants 145 stipend-covered hours of eligibility to all resident students. If the student goes over his/her 145-hour lifetime-credit-hour cap, the student may apply to his or her college for a one-time, one year waiver. If the school cannot grant a waiver or the student needs additional hours to complete an undergraduate degree, the student can then apply to CCHE for a waiver. The law allows for CCHE to grant waivers to a student:

- If there are extenuating circumstances related to the student's health or physical ability that restrict a student's ability to complete the degree program within the 145-credit-hour limit;
- If the degree program, as approved by the college or CCHE, requires more hours to complete than the 145 credit hour limit allows;
- If the student is enrolled in a specific degree program and CCHE approves and the college changes a specific program's degree requirements or standards; or
- If requiring that an eligible undergraduate student pay the full amount of total in-state tuition for credit hours that exceed the limitation causes substantial economic hardship for the student or the student's family.

Students seeking this waiver must meet with an Academic Advisor to develop an Academic Plan and must submit their request in writing.

- _____ Academic Plan is attached
- _____ Student Request Letter is attached (letter must address why student was unable to complete their program in the allotted 145 hours, how they will use the additional hours granted and why the hours are needed at this time).

Advisor Recommendation/Comments:

Waiver Hours approved: _____

Advisor Approval: _____ Date: _____

Student Acknowledgment:

I understand that this request can only be granted once by any institution (for example, I can not request a waiver at CCA and request again at another school in the future).

Student Signature: _____ Date _____

For Enrollment Services Use Only

Completed Request form Received and processed on _____ by _____