



APPLICATION DEADLINE POSTPONEMENT REQUEST Frequently Ask Questions (FAQs)

Who can submit an Application Deadline Postponement Request?

The superintendent of a school district or community college district or the president or chancellor of a California institution of higher education that is eligible to receive state funds for student financial assistance.

Who signs the Application Deadline Postponement Request form or letter?

It must be signed by either the superintendent of a school district or community college district or by the president or chancellor of a California institution of higher education that is eligible to receive state funds for student financial assistance.

What is considered a qualifying event?

A “qualifying event” is any event or extenuating circumstance outside of the control of the pupils or students in an affected school district, community college district, or area or region that, in the judgment of the commission, has had an adverse effect on the ability of students within the district to successfully complete and submit their financial aid applications by an established statutory deadline. The qualifying event shall have occurred or been ongoing during the period for which financial aid applications were available to submit for the following academic year, and includes, but is not necessarily limited to, any of the following types of events:

- (1) A natural disaster
- (2) A state of emergency declared by the Governor or the President of the United States
- (3) A labor action
- (4) A cyberattack

When can I submit my Application Deadline Postponement Request?

You have 10 business days following the conclusion of a qualifying event if it is before a deadline, or 10 business days after a deadline for an ongoing event that does not resolve before a deadline. See the examples below.



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Scenario 1: When there is a clear start and end date before the deadline:

A storm prevents students from going to campus and/or shuts down remote access due to outages for multiple days and students are unable to complete their May 2nd FAFSA/CADAA application. The storm starts on April 22nd and continues until April 26th. The formal application to the Commission shall be submitted no later than 10 business days after the occurrence of the qualifying event in question. In this scenario, the application should be submitted between April 27, 2024, and May 10, 2024.

Scenario 2: When a qualifying event extends past a deadline:

A cyberattack impacts district-wide access to the internet, student information system, transcripts, learning platforms, email, and other systems. Students are unable to use their district-provided devices anywhere due to authentication settings and labs are not available to students during this time to obtain assistance from counselors. Systems are not restored until after the May 2nd FAFSA/CADAA deadline. The formal application to the Commission shall be submitted no later than 10 business days after the May 2nd deadline. In this scenario, the application should be submitted no later than May 16, 2024.

What happens after I submit my Application Deadline Postponement Request?

The request will be reviewed by the Commission. If the Commission approves the request for a postponement of an application deadline, the Commission shall issue a written notice of the postponement of the deadline within 24 hours of granting the request. The approved request will then be reflected on the Commission's Application Deadline Postponement Request webpage. The Application Deadline Postponement Request Form or letter submitted to the Commission can be found on the [Commission Meeting Materials](#) webpage by selecting the meeting agenda for the date the request was heard. The Commission will follow up with affected districts once the application deadline has been updated for impacted students.