

Application Deadline Postponement Request

Award Year _____ (e.g. 2024-25)

Enter the award year for which you are requesting the application deadline postponement.

Need to contact us?

- School Support
- Phone Number: (888) 294-0153
- E-mail: csacipa@csac.ca.gov

The superintendent of a school district or community college district or the president or chancellor of an institution of higher education district may request an application deadline postponement that grants up to an additional 30 calendar days beyond an application deadline for any financial aid program administered by the commission if it meets the requirements set forth in [California Education Code Section 69513.2](#). If approved, this will allow students within their district, region, or area of the state, to submit their applications up to an additional 30 days after the deadline. This form may be used to submit a request to the California Student Aid Commission (Commission) for the postponement of an application deadline.

The deadline to submit an application postponement request is 10 business days after a qualifying event (e.g. natural disaster, labor action, etc.)

Institution or District Submitting the Request	Program and Deadline Requested (e.g. FAFSA/CADAA May 2 Deadline)
Affected Students (School district, community college district, or the area or region within the state, such as a city or county)	
Description of the Qualifying Event	
1. Provide a brief description of the qualifying event that is the basis for the request, <u>including how the event has had an adverse effect on the ability of pupils or students within the school district, community college district, or an area or region within the state, such as a city or county, to successfully complete and submit their financial aid applications by the established application deadline.</u>	
2. Provide a list of any financial aid outreach events, including, but not necessarily limited to, workshops or webinars sponsored by the commission, that have been canceled or delayed due to the qualifying event.	
3. If available, provide data showing that there has been, or is likely to be, a reduction in the number of students who have completed a financial aid application from the previous year.	
4. Additional comments (if any):	
Contact Information and Signature	
This request must be signed by either 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.	
Superintendent, President, or Chancellor Name:	
Email Address:	Phone Number:
Signature:	Date:
Please submit the completed request as an attachment to csacipa@csac.ca.gov	

Application Deadline Postponement Request

If a request is granted by the Commission, financial aid applicants within the school district, community college district, or the area or region within the state, such as a city or county, predominately affected by the qualifying event who have filed an application up to an additional 30 days of the application deadline will be deemed to be on-time applicants.

Instructions:

Institution or District Submitting the Request: List the full name of the school district, community college district or California institution of higher education submitting the request.

Affected Students: Name the school district, community college district, or an area or region within the state, such as a city or county, in which the qualifying event had an adverse effect on the ability of pupils or students to successfully complete and submit their financial aid applications by the established application deadline.

Description of the Qualifying Event: The Commission may grant up to an additional 30 calendar days beyond an application deadline for students who were unable to submit an application due to disruptions caused by a "qualifying event" as defined in Section 69513.2.(d) of the California Education Code:

For purposes of this section, 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.

1. Provide a brief description of the qualifying event that is the basis for the request, including how the event has had an adverse effect on the ability of pupils or students within the school district, community college district, or an area or region within the state, such as a city or county, to successfully complete and submit their application by the established application deadline.

2. Provide a list of any outreach events, including, but not necessarily limited to, workshops or webinars sponsored by the commission, that have been canceled or delayed due to the qualifying event. If no events have been affected, please leave this section blank.

3. If available, provide data showing that there has been, or is likely to be, a reduction in the number of students who have completed an application from the previous year. If no data is available, please leave this section blank.

4. Additional comments: Please use this section to provide any other relevant information or comments. Attach additional documents if necessary.

Contact Information and Signature: This request 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.

Please submit the completed request as an attachment to csacipa@csac.ca.gov.

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