@ | UTSA ID | Student's Last Name | Student's First Name

2011-2012 UTSA Loan Change Request Form

Office of Student Financial Aid and Enrollment Services (SFAES)
University of Texas at San Antonio, One UTSA Circle, San Antonio, Texas 78249-0687
1-800-669-0919 Fax (210) 458-4638 financialaid@utsa.edu www.utsa.edu/financialaid

Indicate the term to which this applies and the change you are requesting with a check mark:

Please indicate the term you wish to make changes	
☐ Fall 2011	☐ Spring 2012
☐ Fall 2011/Spring 2012	☐ Summer 2012

____ Please **Change** my (Check all that apply): ***If your loan has disbursed and you have received a refund, you must return the refunded amount to our office when requesting a cancellation. Please make your check payable to UTSA.

List actual amount or "max" if requesting increase in aid				
	Current amount	Increase to	Reduce to	Cancel
☐ Federal Direct Subsidized	$	$	$	
☐ Federal Direct Unsubsidized	$	$	$	
☐ Perkins	$	$	$	
☐ B-on-Time	$	$	$	
☐ Certified PLUS Loan	NA	Parent borrower must email faloans@utsa.edu for more information on the process	NA	NA
☐ Certified Alternative Loan	$	$	$	
☐ Work Study Eligibility (reduce to make room for loan amounts)	$	$	$	

____ My parent has been denied the Direct Parent PLUS Loan for the 2011-2012 academic year. Please award me the additional Direct Unsubsidized Stafford Loan for $_____ (you may say "full award").

____ I want to increase my Federal Subsidized or Unsubsidized loans because my grade level has changed. My grade level is now (all credits must reflect earned credits, not credits for which you are currently enrolled):

☐ Sophomore (30-59 credits) ☐ Junior or above (60+ credits) ☐ Graduate (Master's/Doctoral)

____ Other: (please explain)_____

_____

_____

STUDENT CERTIFICATION STATEMENT

- I understand that if my loan has disbursed and I request a cancellation, I will owe funds back to UTSA.
- During peak seasons, there may be a 5-7 business day processing time for the request.
- The status of this request will be e-mailed to your preferred UTSA email account as a revised award letter.

Student Signature_____ Date_____

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et. seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

OFFICE USE ONLY

Date Received in SFAES: _____

Entered on RRAAREQ by: _____

Processed by: _____

RRAAREQ Code: LMEMO, LMEMO2, LMEMO3

Revised on 6/27/2011

Webx Code: FA_LMEMO