2018-2019 Fall Enrollment Change Form

Documentation submitted by fax or email will not be accepted.
Submit completed form to One Stop Enrollment Center for processing.

You do not need to submit this form unless you have accepted loans. In order to receive your loan disbursement, your actual enrollment must match your expected enrollment of 12 credit hours or more (undergraduates) and 4-8 credit hours or more (graduate students) per semester. If your actual enrollment differs from these figures, submit this form. We will review your actual enrollment again after Census date.

Undergraduate Enrollment Requirements

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>3/4 Time</th>
<th>1/2 Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>12+ hours</td>
<td></td>
<td>9-11 hours</td>
<td>6-8 hours</td>
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</tbody>
</table>

Graduate Enrollment Requirements

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>3/4 Time</th>
<th>1/2 Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9+ hours</td>
<td></td>
<td>6-8 hours</td>
<td>4-5 hours</td>
</tr>
</tbody>
</table>

STEP 1: Indicate your level and enrollment status (please indicate for each term)
For the fall semester, I am a (check one)  ____ Undergraduate  ____ Graduate (master's or doctoral)
For the fall semester, I am enrolled (check one):  ____ Full Time  ____ 3/4 Time  ____ 1/2 Time
For the spring semester, I will enroll (check one):  ____ Full Time  ____ 3/4 Time  ____ 1/2 Time

NOTE: If you leave spring enrollment blank, your spring anticipated enrollment will match what you indicated for the fall.

A change in enrollment that increases your expected enrollment could result in an increased cost of attendance. If the annual loan limit has not been reached, you may receive additional Stafford loan funding. If an increase in eligibility for Stafford loans occurs, you will be offered the additional eligibility on ASAP and will be sent a revised award letter. If your cost of attendance decreases due to a decrease in enrollment, your currently awarded/disbursed loan funds may be adjusted and pulled back which may result in a balance owed to UTSA. As a reminder, grants automatically prorate based on the number of hours you are enrolled.

STEP 2: Certification Statement
Your signature on this document confirms your acknowledgement of the following:

· The information submitted for review is true and correct to the best of my knowledge.
· During peak seasons, processing times may be delayed.
· Changes resulting from this review do not guarantee an increase in aid.
· Additional adjustments could potentially be made to your Cost of attendance at Census Date

Student Signature: ___________________________________________ Date: ________________
With a few exceptions, you are entitled on your request 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.