

1. All requests will be reviewed for eligibility and may be limited or denied.
2. Loan adjustments are made on an individual basis depending on your loan status and for what you are eligible.
3. Previously cancelled loan funds will first be reviewed for eligibility before being reinstated.
4. Adjustments may not exceed your loan limits or cost of attendance budget for both the term AND the year.
5. Revisions are applied to the full year, or for your enrollment period if less than a full year.
6. The total loan amount will be disbursed in equal payments over your enrollment period, unless subject to schedule of reductions (SOR).
7. **Undergraduate Students and Post-Baccalaureate Students:** 6-8 credits: half-time; 9-11 credits: ¾-time; 12 or more: full-time.
8. **Graduate Students:** 4.5-6 credits: half-time; 7-8 credits: ¾-time; 9 or more full-time.

Name: _____

Student ID Number: _____

Complete only the sections below relevant to your request.

Enrollment Level Change Please select grade level and enrollment level per term: Undergraduate/Post-Bacc Graduate

Fall Term	<input type="checkbox"/> Not Enrolled	<input type="checkbox"/> Less Than ½ time	<input type="checkbox"/> 1/2-time	<input type="checkbox"/> 3/4-time	<input type="checkbox"/> Full-time	<input type="checkbox"/> Graduating
Winter Term	<input type="checkbox"/> Not Enrolled	<input type="checkbox"/> Less Than ½ time	<input type="checkbox"/> 1/2-time	<input type="checkbox"/> 3/4-time	<input type="checkbox"/> Full-time	<input type="checkbox"/> Graduating
Spring Term	<input type="checkbox"/> Not Enrolled	<input type="checkbox"/> Less Than ½ time	<input type="checkbox"/> 1/2-time	<input type="checkbox"/> 3/4-time	<input type="checkbox"/> Full-time	<input type="checkbox"/> Graduating

Class Level Change – Requesting maximum award eligible to receive.

I am **NOW** a SOPHOMORE (45-89 credits) I am **NOW** a JUNIOR (90 or more credits)

Parent PLUS Loan Denied:

I am requesting the maximum subsidized/unsubsidized loans based on my grade level (Fresh=\$9500, Soph=\$10,500, Jr/Sr=\$12,500)

Cancel My Loan for the Entire Year: (Only undisbursed loan amounts or loan disbursements within the past 14 days will be cancelled.)

Subsidized Unsubsidized Graduate PLUS Parent PLUS

Subsidized Stafford Loan: (All loans are subject to SOR and will be scheduled for the period requested accordingly. Note that future enrollment changes after your loan revision may trigger a recalculation of eligibility and a reversal of aid disbursed.)

Reinstatement my student loan eligibility to the maximum amount.

Revise my loan **FROM** [what term(s)]: Summer Fall Winter Spring **TO** Summer Fall Winter Spring
(Your current loan disbursement schedule) (Your requested loan disbursement schedule)

Unsubsidized Stafford Loan: (All loans are subject to SOR and will be scheduled for the period requested accordingly. Note that future enrollment changes after your loan revision may trigger a recalculation of eligibility and a reversal of aid disbursed.)

Reinstatement my student loan eligibility to the maximum amount.

Revise my loan **FROM** [what term(s)]: Summer Fall Winter Spring **TO** Summer Fall Winter Spring
(Your current loan disbursement schedule) (Your requested loan disbursement schedule)

***Federal regulations require Direct Loan funds to be disbursed in substantially equal amounts across eligible terms, unless the Schedule of Reductions applies. Because of this requirement, loan revisions can no longer be used to move loan funds from one term to another outside of changes to your loan period (term revision above).**

Notes:

Student Signature: _____ Date: _____

OFFICE USE ONLY: