

Office of Student Financial Aid & Scholarships

One University Way San Antonio, Texas 78224 Phone: (210)784-1300 Fax: (210)784-1490

## **Enrollment Change Request**

The Office of Scholarships and Financial Aid assumes full-time enrollment and cost of attendance to determine aid for the semester in the initial awarding process. Student not enrolled full-time is responsible to complete and return this form to the Welcome Center for recalculating financial aid. Students graduating at the end of the semester should also complete this form so adjustment can be made to the cost of attendance and eligibility in accordance with federal regulation.

	First Name			M.I.			Student ID #
	Undergraduate Enrollment Status		t Status	Graduate E	ate Enrollment Status		
	Fulltime	<sup>3</sup> ⁄ <sub>4</sub> time	½ time	Fulltime	<sup>3</sup> ⁄ <sub>4</sub> time	½ time	
	12 hours +	9 – 11 hours	6 – 8 hours	9 hours+	7 – 8 hours	6 hours	
Section 2	Please answe	er all 4 of the f	ollowing questions	5			
All que	stions requ	ire a respo	onse				
1 Hown	nany hours wi	ll you be enro	lled? FALL			SPRING	
						<u> </u>	
2. Fall Le	evel: 🗌 Und	ergraduate	🗌 Graduate 🗌	2 <sup>nd</sup> Bachelor	S		
3 Snring		Indergraduate	Graduate	2nd Bac	helors		
5. Spring		indergraduate					
4. Will ye	ou earn your d	legree in Dece	mber? 🗌 Yes	🗌 No			
Section 3:	Student Certi	fication Stater	nent				
	re on this docu		our acknowledgeme	ent of the follow	wing:		
ur signatu		nancial aid purp	oses only and not us	ed to drop/ad	d courses or to		
• Th		te vour enrollm			isure there we	re no additi	onal enrollment changes
• Th • W	e will re-evalua		calculated correctly				
<ul> <li>Th</li> <li>We an</li> </ul>	e will re-evalua d that the cost o	of attendance is	calculated correctly. aluating a student's of		nce and not aid	l eligibility. I	However, adjustments to
<ul> <li>Th</li> <li>Wo</li> <li>an</li> <li>Th</li> <li>ex</li> </ul>	e will re-evalua d that the cost o is form is prima isting awards m	of attendance is arily used for ev aay be necessary	aluating a student's o y based on changes t	cost of attenda o the cost of at	tendance.		
<ul> <li>Th</li> <li>We an</li> <li>Th ex</li> <li>Su</li> </ul>	e will re-evalua d that the cost o is form is prima isting awards m bmission of th	of attendance is arily used for ev aay be necessary	aluating a student's o y based on changes t	cost of attenda o the cost of at	tendance.		However, adjustments to able to make necessary
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<ul> <li>Th</li> <li>Wa</li> <li>Th</li> <li>ex</li> <li>Su</li> <li>ad</li> <li>Pr</li> <li>An</li> </ul>	e will re-evalua d that the cost of is form is prima isting awards m bmission of th justments. occessing times notification will	of attendance is arily used for ev hay be necessary is form may do may vary depen be sent to your	aluating a student's of y based on changes t elay disbursements ding on the time of y	cost of attenda o the cost of at until a Finan year, and may t e email address	tendance. cial Aid staff t take up to 7-14	nember is business da	able to make necessary

Student's Signature

Date