

2010-2011  
Administrative Request  
Form



NAME: \_\_\_\_\_ SID # \_\_\_\_\_  
(please print)

Day Time Telephone Number \_\_\_\_\_

**PLEASE FILL OUT SECTION(S) THAT APPLY: A, B, And/Or C.**

**(A) REQUEST FOR ADDITIONAL FUNDING FOR COMPUTER RELATED COSTS**

An add-on to your Cost of Attendance may be done for the purchase of a computer. Most often, only additional loan money will be awarded. This request, along with documentation of the cost of the computer, must be provided to the Financial Aid Office. This is a one-time add-on and is limited to \$1200 for a desktop and \$1500 for a lap top or actual cost, whichever is less. **(if already purchased, provide copies of the receipts to the Financial Aid Office; if in the process, provide a quote on company letterhead detailing the cost associated with the purchase of the computer/equipment.**

Amount Requested \$ \_\_\_\_\_

**(B) ENROLLMENT STATUS CHANGE REQUEST**

I will be enrolled in \_\_\_\_\_ credits for **Fall** semester.

I will be enrolled in \_\_\_\_\_ credits for **Spring** semester.

I will be enrolled in \_\_\_\_\_ credits for **Summer** College.

**(C) REQUEST FOR ADDITIONAL LOAN**

**REQUEST FOR REDUCTION IN LOAN**

I want \$ \_\_\_\_\_ in additional loan.

I want a total of \$ \_\_\_\_\_ in Subsidized loan.

I want the maximum *subsidized* loan I am eligible for.

I want a total of \$ \_\_\_\_\_ in Unsubsidized loan.

I want the maximum *unsubsidized* loan I am eligible for.

I decline all the Subsidized loan

I decline all the Unsubsidized loan

I want Work study if I am eligible

I decline Work study

I decline the Perkins loan

**Please mark the period of enrollment for which you are requesting the change or additional loan money:**

Fall/Spring split \_\_\_\_\_

Fall only \_\_\_\_\_

Spring only \_\_\_\_\_

Summer \_\_\_\_\_

\_\_\_\_\_ Please check here if the reason for your request is that you are advancing a grade level mid-year.  
(ex. freshman to sophomore, etc.)

*Please note that for the subsidized and unsubsidized loans .5% (1.0% - .5% rebate) of the amount you request will be taken out of the loan by the Federal Government for the loan origination fee.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_