

2011-2012
Administrative Request
Form



NAME: _____ SID # _____
(please print)

Day Time Telephone Number _____

FILL OUT ONLY SECTION(S) THAT YOU ARE REQUESTING A CHANGE.

(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 subject to eligibility. 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. **Required: copy of receipt or quote from retailer 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 _____