@								
UTSA ID								

Student's Last Name																									

Student's First Name													

UTSA Request for Enrollment Change 2008-2009

University of Texas at San Antonio – One UTSA Circle - San Antonio- Texas- 78249-0687 - (210) 458-8000
FinancialAid@UTSA.edu www.utsa.edu/financialaid/

Student Name: _____ UTSA ID: @_____

Students must be enrolled at least half-time to receive most financial aid. Most scholarships require full-time enrollment. You can find more information on enrollment requirements for undergraduate and graduate students at www.utsa.edu/financialaid.

- You may use this form to request a change of your financial aid award based on the actual number of hours for which you are enrolled.
- This form is *not* to be used to drop/add courses or to withdraw from the university.
- Please indicate your actual enrollment. You will be notified by revised award letter of the results.
- An increase in your cost of attendance does not guarantee an increase or additional grant funds (with the exception of PELL grants). Loans may be increased up to annual and/or aggregate limits not to exceed the cost of attendance.
- **Changes to enrollment will be processed in the order in which they are received. However, we will review your status again at census date to ensure the correct enrollment. If you have stated "full-time" and then drop to "three/fourths-time" or "half-time" status, your financial aid will be reduced and you may owe money back to UTSA.**

Credit hours required for Full-time, three-quarter-time & half-time status:

	Undergraduate Enrollment Requirements			Graduate Enrollment Requirements		
	Full Time	¾ Time	½ Time	Full Time	¾ Time	½ Time
Fall/Spring	12	9	6	9	6	4
Summer	12	9	6	5	4	3

STEP 1: CHECK WHAT IS APPLICABLE FOR YOUR ENROLLMENT:

Undergraduate student _____ Graduate student (Master's and Doctoral) _____

Fall 2008: Full-time _____ ¾-time _____ ½-time _____ less than half-time _____
Spring 2009: Full-time _____ ¾-time _____ ½-time _____ less than half-time _____

STEP 2: LOAN CERTIFICATION

The changes resulting from your enrollment change may result in increased loan eligibility. Please confirm if you would like any changes to your loans once the changes have been processed.

Type of Loan (if applicable)	**No**	**Yes**	**Amount** (If you are unsure about amount but would like maximum award, please write "full award").
Subsidized Stafford Loan			
Unsubsidized Stafford Loan			

STEP 3: CERTIFICATION STATEMENT

I certify that the information I submit for review is true and correct to the best of my knowledge and belief.

Student Signature _____ Date: _____

PRIVACY NOTICE

With a few exceptions, you are entitled 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.

OFFICE USE ONLY

Date Received by FA & ES: _____

Entered by: _____

Completed by: _____

Revised on 5/23/2008