Please print clearly

@ _____ _____ _____

UTSA ID | Student's Last Name | Student's First Name

UTSA STUDENT LOAN MEMO

2008-2009

REQUEST FOR REVISION/CHANGE

University of Texas at San Antonio – One UTSA Circle - San Antonio- Texas- 78249-0687 - (210) 458-8000

FinancialAid@UTSA.edu www.utsa.edu/financialaid/

PRINT NAME: _____ **UTSA ID:** _____

(Last, First, MI)

Your UTSA E-mail Address : _____

Indicate the change you are requesting and the term applied :

Check	Reason for Revisions
☐	I accept my Subsidized / Unsubsidized Stafford loan for : $ amount.
☐	I decline my Subsidized / Unsubsidized Stafford loan for : $ amount.
☐	I request my Subsidized / Unsubsidized Stafford loan be **Increased** to : $ amount.
☐	I request my Subsidized / Unsubsidized Stafford loan be **Decreased** to : $ amount.
☐	I request my loan(s) be processed for the following term(s) : Fall ☐ Spring ☐ Summer ☐
☐	Please Cancel my Subsidized / Unsubsidized Stafford Loan(s) * : Fall ☐ Spring ☐ Summer ☐
☐	Please Cancel my Perkins loan. * Fall ☐ Spring ☐ Summer ☐
☐	Please Cancel my B-on-Time loan. * Fall ☐ Spring ☐ Summer ☐
☐	Please Cancel my ***Certified*** Alternative loan. * Fall ☐ Spring ☐ Summer ☐
☐	Please Cancel my ***Certified*** PLUS loan. * Fall ☐ Spring ☐ Summer ☐
☐	I would like to change my Lender to : Lender code:
☐	OTHER (Explain in the space below):

* If your loan has already disbursed and you are requesting the disbursement be canceled, you may owe money back to the University.

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.

Revised on 3/11/2008