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UTSA ID

Student's Last Name

Student's First Name

2009-2010 UTSA Enrollment Change Form

Office of Student Financial Aid and Enrollment Services (SFAES)
University of Texas at San Antonio, One UTSA Circle, San Antonio, Texas 78249-0687
1-800-669-0919 Fax (210) 458-4638 financialaid@utsa.edu www.utsa.edu/financialaid

In order to receive your loan disbursement, your actual enrollment must match the expected enrollment you indicated on your FAFSA. This form is used to match up your enrollment to allow for the disbursement of your financial aid.

- This form is ***not*** to be used to drop/add courses or to withdraw from the university.
- Please indicate your actual enrollment.
- 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-quarter-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: INDICATE YOUR ENROLLMENT STATUS

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

Fall 2009: _____ Full-Time _____ ¾-time _____ ½-time _____ Less than half-time _____ Not Attending
Spring 2010: _____ Full-Time _____ ¾-time _____ ½-time _____ Less than half-time _____ Not Attending

Will you be graduating December 2009? _____ Yes _____ No (Stafford Loans may be prorated for students graduating in December)

If you answered "Yes" to December graduation and you are an undergraduate student, will you continue in the spring as:

_____ Graduate Student _____ Teacher Certification _____ Second Degree _____ Non-Degree Seeking

STEP 2: LOAN CERTIFICATION

If the adjustment to your enrollment results in a budget increase, you may be eligible for additional Stafford loans. An increase in your cost of attendance does not guarantee an increase of additional funds. Loans may be increased up to the annual and/or aggregate limit not to exceed the cost of attendance.

If you are interested in receiving additional Stafford loans than what you were originally awarded, please check-mark and complete the section below:

_____ I am interested in receiving additional subsidized Stafford loans in the amount of $_____. You may say "full award."

_____ I am interested in receiving additional unsubsidized Stafford loans in the amount of $_____. You may say "full award."

STEP 3: CERTIFICATION STATEMENT

Your signature on this document confirms your acknowledgement of the following:

- The information submitted for review is true and correct to the best of your knowledge.
- During peak seasons, there may be a four week processing time for the request.
- Additional adjustments will be made to your Cost of Attendance at Census Date should your enrollment change. This could result in changes to your awards even if your aid is already disbursed.

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 SFAES: _____

Entered on RRAAREQ by: _____

Processed by: _____

RRAAREQ Code: **ENRCHG, ENRCH2 ENRCH3**
Revised on 4/16/2009

Webx Code: **FA_ENRCHG_FM**