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UTSA ID

Student's Last Name

Student's First Name

2009-2010 UTSA Student Loan Memo

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

To make changes to your loan awards, indicate the change you are requesting with a check mark, and then complete the term applied by circling the appropriate loan type and completing amounts requested:

____ I accept my Subsidized / Unsubsidized Stafford Direct Loan for: $ _____ amount.

____ I decline my Subsidized / Unsubsidized Stafford Direct Loan for: $ _____ amount.

____ I request my Subsidized / Unsubsidized Stafford Direct Loan be **Increased** to: $_____ amount.

____ I request my Subsidized / Unsubsidized Stafford Direct Loan be **Decreased** to: $_____ amount.

____ I request my loan(s) be processed for the following term(s) [circle all that apply]: Fall Spring Summer

____ Please Cancel my Subsidized / Unsubsidized Stafford Loan(s) for [circle all that apply]: Fall Spring Summer

____ Please Cancel my Perkins loan for [circle all that apply]: Fall Spring Summer

____ Please Cancel my B-on-Time loan for [circle all that apply]: Fall Spring Summer

____ Please Cancel my ***Certified*** Alternative loan for [circle all that apply]: Fall Spring Summer

____ Please Cancel my ***Certified*** PLUS loan for [circle all that apply]: Fall Spring Summer

____ My parent has been denied the Direct Parent PLUS Loan for the 2009-2010 academic year. Please award me the additional Direct Unsubsidized Stafford Loan for $_____ (you may say "full award")

____ Other: (please explain)_____
_____
_____
_____

CERTIFICATION STATEMENT:

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

- If your loan has disbursed and you request cancellation, you may owe funds to UTSA.
- During peak seasons, there may be a four week processing time for the request.

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.

RRAAREQ Code: **LMEMO, LMEMO2**
Revised on 11/4/2009 **LMEMO3**

OFFICE USE ONLY
Date Received in SFAES: _____
Entered on RRAAREQ by: _____
Processed by: _____

Webx Code: **FA_LMEMO**