**2015-2016 Financial Aid Change Form**

**INCREASE Loans or Work Study**

Student’s Full Name: ____________________________

(LEGAL NAME - PRINT) first middle last

Undergraduate Student: ____________
Graduate/Professional Student: ____________

University ID: □□□□-□□□□□ or SIS ID: □□□□□□

Loans may only be increased up to the eligible amount for an academic year. If you request an amount greater than your eligible amount, then no change will be made. If you are eligible, and wish to increase your loan amount, complete this section and submit to Student Financial Services to the address or Fax number shown above. An increase request cannot be made after the end of a term.

**FEDERAL LOAN INCREASE REQUEST**

Please indicate your desired increase loan amount by the type of loan below.

### Federal Unsubsidized Loan

**Undergraduate and/or Graduate Students**

For which semester/s would you like to change your loan amount? □ Fall □ Spring □ Summer □ J-Term

Determine the **TOTAL LOAN AMOUNT** you would like to request, by term, and indicate the TOTALS below. Remember that loans may only be increased up to the eligible amount for an academic year. If you request an amount greater than your eligible amount, then no change will be made. If amount is left blank, SFS will assume no change is requested.

**Total New Amount Requested for:** Fall $__________ Spring $__________ Summer $__________ J-Term $__________

### Federal Subsidized Loan

**Undergraduate Students Only**

For which semester/s would you like to change your loan amount? □ Fall □ Spring □ Summer □ J-Term

Determine the **TOTAL LOAN AMOUNT** you would like to request, by term, and indicate the TOTALS below. Remember that loans may only be increased up to the eligible amount for an academic year. If you request an amount greater than your eligible amount, then no change will be made. If amount is left blank, SFS will assume no change is requested.

**Total New Amount Requested for:** Fall $__________ Spring $__________ Summer $__________ J-Term $__________
Graduate and Parent PLUS Loans

**Graduate Students or Parents of Undergraduate Students Only**

For which semester/s would you like to change your loan amount? □ Fall  □ Spring  □ Summer

Determine the **TOTAL LOAN AMOUNT** you would like to request, by term, and indicate the TOTALS below. Remember that loans may only be increased up to the eligible amount for an academic year. If you request an amount greater than your eligible amount, then no change will be made. The increase request cannot be larger than the original disbursement amounts. A request for greater than the original amount will require a new Parent PLUS application. If amount is left blank, SFS will assume no change is requested. Parent PLUS loans require the parent signature below.

Total New Amount Requested for: Fall $_________________  Spring $_________________  Summer $_________________

Borrowing Parent’s Name________________________________________ Last 4 digits of Borrowing Parent’s SSN________

Borrowing Parent’s Signature____________________________________ Date__________________

Private Loan

**PLEASE NOTE:** To increase your private loan amount you must apply for a new loan with your lender. Student Financial Services cannot initiate an increase to a private loan.

Perkins Loans

For questions related to a Perkins Loan that was previously offered but that is no longer available to you, please contact us directly at sfs@virginia.edu.

FEDERAL WORK-STUDY INCREASE REQUEST

Federal Work-Study may only be increased up to the eligible amount for an academic year. If you request an amount greater than your eligible amount, then no change will be made. If you are eligible, and wish to increase your Work-Study amount, complete this section and submit the form to Student Financial Services to the address or Fax number shown above. Increases can only be done if you decreased in error and must be requested within 3 days for reduction/cancellation.

Federal Work Study: I am requesting an increase to my current Federal Work Study **award total**.

Total New Work-Study Amount Requested for: Fall $_________________  Spring $_________________

I understand that Federal Loans and Work-Study awards may only be increased up to the eligible amount for each academic year. Therefore, if I have requested any amounts to be increased above my eligibility, I understand that no change will be made to my awards. Finally, I understand that I am responsible for all educational expenses not covered by my financial aid.

**STUDENT’S SIGNATURE**________________________________________  **Date**__________________