



**2018-2019  
Financial Aid Change Form Instructions**

Please use this form to request changes in your aid, grade level or enrollment status. Be sure to complete ALL sections that are applicable to your request—**signature is required**. Allow up to two week processing time.

- **Part A**— Request changes to the amount of your offered financial aid.
- **Part B**— Notify us of a grade change and have your loan eligibility re-evaluated. Grade level must be officially updated with the Registrar before our office can evaluate your financial aid records.
- **Part C**— **Our office assumes** all students are full-time when awarded aid and enrolled in an eligible semester. Full time is twelve (12) or more credit hours for undergraduate students. An eligible semester consists of fifteen (15) weeks per federal regulations, which is made up of two sub-terms. **Note: enrollment of less than full time or enrollment in an ineligible semester may result in a loss of aid.** Less than half-time enrollment generally is not eligible for aid. Half time is six (6) hours for undergraduates. Please complete this section if you will be enrolled for credit hours other than full-time or will be enrolling on one (1) sub-term only.

**Please note:**

- Loan fees will be deducted from Stafford loans, so indicate amounts prior to loan fees.
- **Below are the maximum loan amounts by grade level as set by federal law and cannot be exceeded.**

Grade Level	Completed Hours	Potential Federal Subsidized	Potential Federal Unsubsidized
Freshman	0-27	\$3,500	\$2,000 dependent UG/ \$6,000 independent UG
Sophomore	28-57	\$4,500	\$2,000 dependent UG/ \$6,000 independent UG
Junior/Senior	58+	\$5,500	\$2,000 dependent UG/ \$7,000 independent UG

**Complete Form on BACK— (Turn Over)**



Student ID: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Full Legal Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 (Please print clearly) last first middle

Graduation Date (mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

**A. Aid Adjustment:** If requesting a reduction in aid, please list the actual amount before loan fees. If requesting an increase, please refer to the list for the actual amount or put "Max" to have aid maximized. If requesting the full award to be canceled, just check the 'decline award' box.

	Summer 2018 Requested Amount	Fall 2018 Requested Amount	Spring 2019 Requested Amount	Summer 2019 Requested Amount	Decline Full Award
Federal Stafford Subsidized Loan					<input type="checkbox"/>
Federal Stafford Unsubsidized Loan					<input type="checkbox"/>
Alternative Loan					<input type="checkbox"/>
Federal Work Study ( <b>cannot be increased</b> )					<input type="checkbox"/>
Other (list type of aid in blank): _____					<input type="checkbox"/>

**Federal Direct Stafford Loan Reinstatement:** Before loan(s) will be reinstated, the **Online Entrance Counseling and Master Promissory Note must be completed**. Both Fall & Spring loans will be reinstated unless requested differently above. The steps to complete these forms are the following:

- Go to <http://studentloans.gov> and sign using your information
- Click on "Complete Entrance Counseling" for Bluefield College School Code 003703 and complete form
- Click on "Complete Master Promissory Note" (on same webpage as Entrance Counseling) and complete form

I have completed both requirements and request that my federal Direct Stafford Loan(s) be reinstated.

**Federal Work Study Consideration:**

I would like to request Federal Work Study. Approval is based on FAFSA eligibility and availability of funds.

<b>B. Grade Level:</b>	Fall 2018	Spring 2019
Indicate change of grade level in box (refer to chart on reverse side). Example: Freshman, Sophomore, etc.		
<b>Please Note:</b> Grade level advancement <b>may</b> result in additional Stafford loan eligibility. If you <b>do not</b> want to be considered for increased Stafford Loan amounts, please check the box below:		
<input type="checkbox"/> I do not want to be considered for additional Stafford Loan funds.		

<b>C. Enrollment Status: Less than full-time</b> enrollment may result in loss of aid.		
	Fall 2018	Spring 2019
Indicate number of credit hours you will be taking each semester.	_____ credits	_____ credits
I will not be enrolled at Bluefield College.	<input type="checkbox"/>	<input type="checkbox"/>

**Signature & Authorization:** I certify that the information furnished on this form is complete and correct to the best of my knowledge.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_