



# Aid Adjustment Request Form

Name: \_\_\_\_\_ CWID \_\_\_\_\_ Date: \_\_\_\_\_

Last 5 digits of SSN \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Please check the items that apply:

- Please process a Direct Student Loan for the following term(s):
  - Fall /Spring \$ \_\_\_\_\_
  - Fall \$ \_\_\_\_\_
  - Spring \$ \_\_\_\_\_
- Please process a Direct Unsubsidized Student Loan due to a parent plus denial for the following term(s):
  - Fall /Spring \$ \_\_\_\_\_
  - Fall \$ \_\_\_\_\_
  - Spring \$ \_\_\_\_\_
- Please reduce my loan for the following \_\_\_\_\_ semester(s) to:
  - Subsidized \$ \_\_\_\_\_
  - Unsubsidized \$ \_\_\_\_\_
- Please increase my loan due to my grade level increasing to:
  - Over 30 hours (Sophomore Level)
  - Over 60 Hours (Junior/Senior Level)
- Please reinstate my aid due to :
  - Re-enrollment
  - Enrolled in B term
  - Paid previous balance
  - Increased hours
  - Enrolled in degree program
  - Completed Entrance Interview
- Please cancel the following aid for the \_\_\_\_\_ semester(s):
  - Work Study
  - Perkins Loan
  - Subsidized Stafford
  - Unsubsidized Stafford
  - Plus Loan
  - Private Loan

Please list any other request/information update that was not covered in the above choices:

\_\_\_\_\_

\_\_\_\_\_

I understand that aid will be adjusted on my student account based on the request made on the form above. I understand that I have given permission for the Office of Student Financial Aid to make these adjustments to my aid and then apply the aid to pay any balances owed to Northwestern State University.

Grants, Institutional scholarships, and Loans are applied to student accounts as funds arrive at the institution, after the add/drop period of each semester is over. Federal regulations state 1) if a student is in the first year of undergraduate studies and is a first time Stafford loan borrower, the school may not disburse the first installment of the loan until 30 calendar days after class begins. 2) A single semester loan must be disbursed in two installments, the first half at the beginning of the semester and the second half may not be disbursed until midpoint of the semester.

Student's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Handwritten Signature Required**

It has been, and will continue to be, the policy of Northwestern State University to be an equal opportunity employer. All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity. In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. The University is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status, or retirement status. Additionally, the University provides equal access to the Boy Scouts of America and other designated youth groups. Complaints or inquiries related to Title IX should be directed to the Director of Title IX Compliance & Title IX Coordinator, Julie Powell (318-357-5570), Room 306 of the Friedman Student Union or email obannonj@nsula.edu. In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations, and interested individuals are advised and notified that the ADA Coordinator for Northwestern State University for facilities is the Director of University Affairs, Jennifer Kelly (318-357-4300), located in 128 Caspari Hall or email andersonje@nsula.edu. For student academic services, contact the Director of Access and Disability Support, Crissey Smith, (318-357-5460) located in Room 108-C Watson Memorial Library or email at smithor@nsula.edu. For faculty/staff accommodations and services, contact Executive Director of Institutional Effectiveness and Human Resources, Veronica M. Biscoe (318-357-6359), Room 111 Caspari Hall or email ramirezv@nsula.edu.