CHANGE OF SITUATION FORM
(Change of Awards or Enrollment)

Student: ___________________________  Please Print  Student V#: ______________________________

Today’s Date: ________________  Student Phone #: ___________________________  Aid Year: 20____/20____

 REQUESTED CHANGE IN AWARD (CHSIT) (Please contact our office if you are unsure how to complete this area)

☐ Accept my (type of award): for $ 

☐ Accept Parent PLUS bypass: UNSUBSIDIZED for $ 

☐ Increase my (type of award): by $ 

☐ Decrease my (type of award): by $ 

If decreasing Parent PLUS loan, please provide contact phone number for parent borrower – 

☐ Decline the full amount of my award (type of award): 

☐ My grade level will soon change from to Please review my loan eligibility after my grades have posted.

 CHANGE IN ENROLLMENT STATUS (ENRL)

☐ I will NOT ENROLL at UI for the semester: FALL ________ SPRING ________ SUMMER

☐ I expect to graduate in December and will not attend during the spring semester.

☐ My enrollment plans for the 20__-20__ academic year at UI are: Credits FALL and Credits SPRING 

(please note the number of credits you plan to take)

OTHER CHANGES OR EXPLANATION FOR ABOVE CHANGES (If you require more space, please attach a separate piece of paper or use the back of this form).

CERTIFICATION: By signing this worksheet, we certify that all the information above is complete and correct. The student (and a parent whose information was reported on the FAFSA) must sign and date. If you purposely give false or misleading information, you may be fined, sent to prison, or both.

_________________________________________________________  ________________________
Student Signature                                     Date

_________________________________________________________  ________________________
Parent Signature                                       Date

FOR OFFICE USE ONLY
RECEIVED: PER PHONE PER EMAIL IN PERSON BY DATE

PROCESSING: 1. Enter on RRAAREQ as code CHSIT or ENRL w/ status at N; if a doc is already present, change status to N

2. On RHACOMM. enter CHSIT# __ (1,2, etc.) and briefly describe the situation;

3. Route the document to the Financial Aid Counselor’s file