



This form is to be used to report a change in status or request a change in your financial aid awards. Please fill out only the applicable section(s) and return the form to the Office of Student Financial Assistance for processing. Please allow up to 4 weeks for processing. Be sure to sign the second page.

GW Student Last Name

First Name

MI

GWid

SECTION I - ENROLLMENT STATUS CHANGES

FALL 2023

SPRING 2024

SUMMER 2024

Non-standard enrollment - For most undergraduate programs we assume full time status for fall and spring. If your plans are to enroll for less than full time (less than 12 credits) or you plan to enroll for the summer semester, list the number of anticipated credits for each semester. If you will not be enrolled for a specific semester, list 0.

\_\_\_\_\_

Part time semester during senior year - Students in the final semester of their senior year may request a proration of their awards if they enroll less than full time. Students will be allowed this exception for one semester only. Note that students who are less than half time (less than 6 credits) are not eligible for most aid. Check box for applicable semester and indicate number of credits in the space provided.

\_\_\_\_\_  \_\_\_\_\_ n/a

SECTION II - AID ADJUSTMENT / CHANGES

Check the applicable box and include the amount you wish to increase or decrease the fund by.

Table with columns: Increase, Decrease, Cancel, Fund, FALL 2023, SPRING 2024, SUMMER 2024. Rows include Federal Work Study, Federal Direct Sub Loan, Federal Direct Unsub Loan, Federal Direct PLUS Loan, Alternative Loan, and Other (specify).

\* Increases will not be considered for Work Study unless the student had previously declined the award and funds are available.

\*\* If increase to Unsubsidized Loan is based on a Parent PLUS Loan denial, attach a copy of the denial notice to this form.

\*\*\* Increases to Parent PLUS and Alternative Loans require a new application.

Table with columns: Grade Level (credits), Annual Limits (Base Amount, Additional Unsubsidized (Dependent/Independent Students), Total (Independent)). Rows include Freshmen, Sophomores, Juniors, Seniors.

The Federal Direct Loan amounts are limited by the student's grade level and the total cost of attendance. Eligibility for Federal Direct Subsidized Loans is based on the FAFSA information. Students who do not demonstrate financial need may receive the total amount of their loans in a Federal Direct Unsubsidized Loan. Independent students and dependent students with a denied Parent PLUS Loan application for the current academic year may be eligible for additional Federal Direct Unsubsidized Loans.

### SECTION III – FAMILY MEMBER ENROLLMENT ADJUSTMENT

The total number of family members (*including the GW student*) enrolled during 2023-2024 will be \_\_\_\_\_.

Note that dependent students cannot include siblings who are enrolled in a service academy, graduate program or parent(s) who will be enrolled. Changes to the number of family members enrolled may impact eligibility for need-based financial assistance.

### SECTION IV – HOUSING STATUS

The cost of attendance used in determining aid eligibility contains a housing allowance for on campus, off campus, or living at home/with relatives. You can view your current housing status on GWeb Award Overview tab. If your housing plans have changed from what you originally reported on the FAFSA and/or CSS Profile please indicate your current housing status by the checking the appropriate status below. If you will be living off campus, please submit with this form a copy of your housing lease.

I will live in campus housing       I will live off campus       I will live at home or with relatives

### SECTION V - COST OF ATTENDANCE APPEAL

If you feel the Cost of Attendance budget (COA), does not accurately reflect your expenses you may submit an appeal for review. Requests for increases must include applicable documentation which will be reviewed for inclusion according to federal guidelines. To check the current assumed cost of attendance on GWeb select the Financial Aid Menu, My Cost of Attendance and then select the relevant year. The appeal should be sent as a packet to include this form and any relevant documentation (as listed below). **The evaluation for increases in COA will be reviewed for loan purposes only.**

*Please be sure to complete Section II to request an increase to your Federal Direct Subsidized and/or Unsubsidized loans or submit a new application for increases to a Federal Direct PLUS Loan and/or an Alternative Loan.*

- Computer - *note that the computer expense can only be claimed once with a maximum allowance of \$1,500.*
- Copy of paid receipt
- Child Care expenses for the **student's** dependent(s)
- Paid invoice or letter on letterhead from the child care provider stating the total cost of child care for each child listed on the FAFSA.
- Travel Expenses
- Explanation of travel and documentation of round trip miles (e.g. print out from internet direction site).
  - If travel expenses are related to a Study Abroad program, submit copy of receipt for plane ticket.
- Housing & Meals
- Copy of lease / mortgage
  - Copy of cable / internet bill
  - Copy of utility bill(s)
  - Copy of phone bill (cell or land line)
  - Copy of grocery bills (OSFA assumes \$600 per month)

**I (we) certify that the above is complete and accurate.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower's signature (if not the student)

\_\_\_\_\_  
Date

**NOTE: Only the parent borrower's signature is required if adjustments requested pertain to the Federal Direct PLUS Loan.**