

Student Financial Services

Financial Aid

Phone: (541) 463-3100 Enrollment Services
Fax: (541) 463-3983 * Email: finaid@lanecc.edu
4000 East 30th Avenue * Eugene, OR 97405-0640



Request for Change

Required Information: (Please print legibly)

Student Name _____		L#: _____
Street Address _____		Phone# _____
City _____	State _____	Zip Code _____

Check box if reporting a **NEW** address

REQUEST FOR COPIES OF LETTERS SENT:

- Award letter
- Federal Perkins Promissory Note.
- Parent Plus Loan Acceptance Form
- Other _____

REQUEST FOR ENROLLMENT CHANGES:

Full time=12+ credits; ¾ time=9-11 credits; ½ time=6-8 credits; Less than ½ time=1-5 credits; 0=not enrolled

- My enrollment during the following terms **will be:** Summer_____ Fall_____ Winter_____ Spring_____
- Due to institutional error, my enrollment is incorrect. I request my enrollment level for _____ term to be changed to:

Full Time ¾ Time ½ Time Less than ½ Time (circle one) for the following reasons: (documentation must be attached)

REQUEST FOR OTHER CHANGES: (Please see Enrollment Services before submitting a request for change for the following)

- Please consider me a 2nd year student. I have earned 45+ credits at another institution (**transcript attached**).
- Please increase my budget for a computer purchase (**attach appropriate documentation**).
- I am in a program that has differential tuition, add the additional costs to my budget (**acceptance letter attached**).
- I would like to accept the Subsidized Loan in the amount of \$_____, that I previously declined.
- I would like to accept the Unsubsidized Loan in the amount of \$_____, that I previously declined.
- My parent was denied the Plus Loan; I would like additional loans (**attach statement of non pursuit from parent**).
- I am not a first time borrower. I have completed credits at another institution (**transcript attached**).
- I have declined my FWS award. I would like to be considered for any remaining Direct Loan(s) eligibility.
- Other: _____

Signature: _____ **Date:** _____

YOUR REQUEST HAS BEEN:

- Approved – Please allow 1 – 2 weeks for changes to be made. (ExpressLane will show changes when made).
- Denied for the following reasons:
- Pending for the following reasons:

