

Request for Change

Name: _____

L#: _____

Phone: (____) _____

Allow two weeks for processing. Check your myLane account for changes to your awards and/or messages regarding your request. If your request is denied, or if we need additional information a message will appear in myLane. From the myFinances tab, click on *Active Messages and Overall Financial Aid Status* to view any active messages. Messages remain active for 30 days.

Change Enrollment Level	<input type="checkbox"/> Prior to disbursement Adjust my enrollment to: <i>(if not attending, write "0")</i> Summer: _____ credits Fall: _____ credits Winter: _____ credits Spring: _____ credits Enrollment changes after disbursement: If you have increased your enrollment to at least half time after disbursement, loans will disburse within 1-2 weeks, if otherwise eligible. However, Pell Grant awards cannot be adjusted unless a Pell Adjustment Request form is submitted and approved. Form and instructions may be found at www.lanecc.edu/finaid/forms .
Increase Student Budget	Increase my student budget and loans <i>(If you wish to be considered for an unsubsidized loan and your Award Letter does not already include this award, you must complete an Unsubsidized Loan Request form and attach it to this request):</i> <input type="checkbox"/> Required differential or program fees. <i>(Attach documentation of fees.)</i> <input type="checkbox"/> Required tools or supplies. <i>(Attach documentation showing they are required and their costs.)</i> <i>Note: Financial Aid cannot consider optional items.</i> <i>An increase to your budget may increase your student loan eligibility up to the annual limits. It does not increase grants. Any increase to loans may be spread equally among all terms of the award year.</i>
Change Loans	Change my loans to reflect the following: <input type="checkbox"/> I have completed at least 45 credits of the published requirements for my program. Consider me for second year loan amounts. <i>(Attach a program evaluation.)</i> <i>Note: if you are enrolled in a one-year program, you cannot qualify for second year loans.</i> <input type="checkbox"/> I would like to accept \$ _____ in Direct Loan(s) that I previously declined. <input type="checkbox"/> I would like to decline/cancel the Direct Loan(s) that I previously accepted.
Other Requests	<input type="checkbox"/> I would like to decline my Federal Work Study offer and be considered for any remaining loan eligibility. <i>(If you wish to be considered for an unsubsidized loan and your Award Letter does not already include this award, you must complete an Unsubsidized Loan Request form and attach it to this request.)</i> <input type="checkbox"/> Explain and attach supporting documentation _____ _____ _____

Signature: _____

Date: _____

Office Use Only: Decision: APPROVED DENIED PENDING