2010-2011
AWARD LETTER CHANGE FORM

Office of Financial Aid ● Valparaiso University

Name_____ VU ID#_____

Reminder:
You must borrow your maximum eligibility under the Federal Direct Subsidized Loan prior to borrowing any funds under the Federal Direct Unsubsidized Loan. You must use your entire Federal Direct Loan prior to borrowing any funds under the Federal Perkins Loan or an Institutional Loan.

Loan Adjustments

☐ **I wish to REDUCE or DECLINE a loan that has been offered to me.**

Loan Name	New Fall Amount	New Spring Amount	New Total Loan Amount
_____	$ _____	$ _____	$ _____
_____	$ _____	$ _____	$ _____

*If you wish to decline a loan entirely, please put a zero for the new amount.

*If you want to reduce your Federal Direct Loan, keep in mind that you will receive the loan amount requested less one half percent. Example: You're awarded $3500; you only need $2000; you will have to borrow $2010. ($2000x1.005=$2010)

Outside/Private Scholarships

You are required to notify the Office of Financial Aid of all scholarships that you have been awarded regardless of whether the scholarship check is sent to the school or directly to you, the student.

☐ **I am receiving a scholarship from a source other than Valparaiso University.**

List all scholarships, other than those listed on your award letter, that you anticipate receiving for the 2010-2011 academic year. If awards are unknown at this time, you must notify the Office of Financial Aid upon receiving notification of the award amount. If receipt of these awards changes your current financial aid award, we will send you a revised award letter.

Name/Source of scholarship	Amount	Renewable? (yes/no)
_____	$ _____	_____
_____	$ _____	_____
_____	$ _____	_____
_____	$ _____	_____

(OVER)

Correction to enrollment plans

☐ **My enrollment plans at VU are different than what is indicated on my award letter.**

Please indicate below if: you will be enrolled in a different number of credits than listed on your award letter, you plan to graduate in December, if you were awarded for one semester and you will be enrolled in both semesters, or if you will be participating in a co-op program or in an off-campus study program. You will receive a revised award letter that reflects your corrected enrollment status.

Fall Semester	***Spring Semester***
_____ Will be enrolled, number of credits _____	_____ Will be enrolled, number of credits _____
_____ Co-op, number of credits _____	_____ Co-op, number of credits _____
_____ Off-Campus study program in _____	_____ Off-Campus study program in _____
_____ Will not be enrolled	_____ Will not be enrolled

Correction to housing status

☐ **The housing status on my award letter is not correct.**

Your award is based on the housing status that is listed on your award letter. If this housing status is incorrect, please correct below. If this correction changes your financial aid eligibility, you will receive a revised award letter.
(If this is a change in your housing status from the last school year, please be sure that your new housing status has been approved by the Residential Life Office.)

_____ I will live in a fraternity house

_____ I will live in off-campus housing

_____ I will commute from my parents' home

_____ I will live in University provided housing

Which hall/apt? _____

Single _____ Double _____

Signature _____ Date _____

Return completed form to:

Kretzmann Hall - Office of Financial Aid
Valparaiso University
1700 Chapel Drive
Valparaiso, IN 46383

Or

Fax to: 219-464-5012