



CHANGE OF AWARD FORM

Student: _____ (Please Print)

Student ID: _____

Today's Date: _____

Phone: _____

REQUESTED CHANGE IN AWARD (Please contact the Office of Financial Aid Staff if you are unsure how to complete this area)

Decrease my Unsubsidized/ GradPLUS, Private Loan: _____ for Fall/ Spring / Both
Circle all appropriate choices
by \$ _____ (from \$ _____ to \$ _____)
(original amount) (new amount)

Increase my Unsubsidized/ GradPLUS, Private Loan: _____ for Fall/ Spring / Both
Circle all appropriate choices
by \$ _____ (from \$ _____ to \$ _____)
(original amount) (new amount)

If requesting an increase for a loan, and the request is over the estimated COA, the student will have to go through a Review of Cost of Attendance.

If you have already received the refund/ change check, you need to return the amount for the portion for which you are returning to the Bursar Office, Ms. Varsi Martin, vmartin@burrell.edu Return the original College check (in order to receive a new check for the new amount) or make the payment through the CAMS Student Portal, persona check, cashier's check, money order to Burrell College of Osteopathic Medicine for the amount you are returning.

If requesting a decrease to a Parent loan, we will need a request, in writing, from the parent borrower. Please provide contact phone number for parent borrower: _____

- Decline the full amount of my Federal Unsubsidized Loan
Decline the full amount of my Federal Graduate Plus Loan
Decline the full amount of my Private Student Loan (ex. Wells Fargo, Sallie Mae, Sofi)

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).

Student Signature: _____

Email completed form to financialaid@bcomnm.org or mail physical form to 3501 Arrowhead Drive, Las Cruces, NM 88001.

OFFICE USE:

RECEIVED: PER PHONE PER EMAIL IN PERSON BY: _____ AY: _____ DATE _____

PROCESSING:

1. Make change to award amount in CAMS
2. Enter in CAMS Documents post document code FA-Award Change Form
3. Make notation in comment section (e.g. Student requests reduction in fall loan amount of \$10,000 (from \$25,000 to \$15,000)
4. Make appropriate changes in ELM
5. Send appropriate communication to the Bursar's Office
6. Route document for imaging