



# CHANGE OF AWARD FORM Melbourne (FL) Campus

Student: \_\_\_\_\_  
(Please Print)

Student ID: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Phone: \_\_\_\_\_

## REQUESTED CHANGE IN AWARD (Please contact our office if you are unsure how to complete this area)

Decrease my (type of award): Private Loan for Fall / Spring / Both  
by \$ \_\_\_\_\_ (from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ )  
(original amount) (new amount)

*If you have already received the loan proceeds you will need to return the original the college check (in order to receive a new check for the new amount) or write a personal check to the college 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 Private Loan

## 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: \_\_\_\_\_

<b>OFFICE USE:</b>				BY: _____	AY: _____	DATE _____
RECEIVED:	PER PHONE	PER EMAIL	IN PERSON			
<b>PROCESSING:</b>						
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						