



**Burrell College of  
Osteopathic Medicine**  
3501 Arrowhead Drive  
Las Cruces, NM 88001  
**Melbourne Campus**  
3011 S Babcock St  
Melbourne, FL 32901

### 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 BCOM 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. College Ave, 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@burrell.edu](mailto:financialaid@burrell.edu) or mail physical form to 3501 Arrowhead Drive, Las Cruces, NM 88001 or 3011 S Babcock St, Melbourne, FL 32901.

**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