

BURRELL COLLEGE of HEALTH SCIENCES

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 BCHS check (in order to receive a new check for the new amount) or make the payment through the , [Elements Student Portal](#), persona check, cashier's check, money order to Burrell College of Health Sciences 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, NMEAF)

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).

BURRELL COLLEGE of HEALTH SCIENCES

Student Signature: _____

Email completed form to 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 Elements
2. Enter in Elements 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