

TSU ID \_\_\_\_\_

Student's Last Name \_\_\_\_\_

Student's First Name \_\_\_\_\_

## 2009-2010 TSU Enrollment Change Form

Office of Student Financial Aid

Tarleton State University, Box T-0310, Stephenville, TX 76402

Office 254-968-9070 Fax 254-968-9600 [finaid@tarleton.edu](mailto:finaid@tarleton.edu) www.tarleton.edu/finaid

This form is used to match up your enrollment to allow for the disbursement of your financial aid.

- This form is not to be used to drop/add courses or to withdraw from the University.
- Please indicate your actual enrollment.
- Changes to enrollment will be processed in the order in which they are received. However, we will review your status again at census date to ensure the correct enrollment. If you have stated "full-time" and then drop to "three-quarter-time" or "half-time" status, your financial aid will be reduced and you may owe money back to Tarleton State University.

### Credit hours required for Full-time, three quarter-time & half-time status:

	Undergraduate Enrollment Requirements			Graduate Enrollment Requirements	
	Full Time	3/4 Time	1/2 Time	Full Time	1/2 Time
Fall/Spring	12	9	6	9	6

### Step 1: INDICATE YOUR ENROLLMENT STATUS

Undergraduate student \_\_\_\_\_ Graduate student (Master's and Doctoral) \_\_\_\_\_

Fall 2009: \_\_\_\_\_ Full-Time \_\_\_\_\_ 3/4-time \_\_\_\_\_ 1/2-time \_\_\_\_\_ Less than half-time \_\_\_\_\_ Not Attending

Spring 2010: \_\_\_\_\_ Full-Time \_\_\_\_\_ 3/4-time \_\_\_\_\_ 1/2-time \_\_\_\_\_ Less than half-time \_\_\_\_\_ Not Attending

**Will you be graduating December 2009?** \_\_\_\_\_ Yes \_\_\_\_\_ NO (Stafford Loans may be prorated for students graduating in December)

If you answered "YES" to December graduation and you are an undergraduate student, will you continue in the Spring as:

\_\_\_\_\_ Graduate Student \_\_\_\_\_ Teacher Certification

### Step 2: LOAN CERTIFICATION

If the adjustment to your enrollment results in a budget increase, you may be eligible for additional Stafford loans. An increase in your cost of attendance does not guarantee an increase of additional funds. Loans may be increased up to the annual and/or aggregate limit not to exceed the cost of attendance.

**If you are interested in receiving additional Stafford loans than what you were originally awarded, please check-mark and complete the section below:**

\_\_\_\_\_ I am interested in receiving additional subsidized Stafford loans in the amount of \$\_\_\_\_\_. You may say "full award".

\_\_\_\_\_ I am interested in receiving additional unsubsidized Stafford loans in the amount of \$\_\_\_\_\_. You may say "full award".

### Step 3: CERTIFICATION STATEMENT

**Your signature on this document confirms your acknowledgement of the following:**

- The information submitted for review is true and correct to the best of your knowledge.
- During peak seasons, there may be a four week processing time for the request.
- Additional adjustments will be made to your Cost of Attendance at Census Date should your enrollment change. This could result in changes to your awards even if your aid is already disbursed.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

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