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## **Increase Award Request Form Frequently Asked Questions (FAQs) for Students**

The Increase Award Request Form is available for students to complete if they wish to increase or receive loans. Contact the Financial Aid Office if you have any questions.

### **1. How many sections should be completed on the form?**

Only one section on the form should be completed.

### **2. When should Section I be completed?**

If the choice is to receive the maximum amount of Title IV loans up to the cost of attendance, complete Section I of the Increase Award Request Form. Please be aware that this election will apply only to the current academic year. If a student chooses to revoke this selection at any time, a Decrease Award Request Form must be submitted.

### **3. When should Section II be completed?**

If the choice is to receive only a specified amount and not the full eligibility above the direct cost of tuition and fees, complete Section II of the Increase Award Request Form. Please be aware that this election will apply only to the current academic year. If a student chooses to revoke this selection at any time, a Decrease Award Request Form must be submitted.

### **4. How long is an academic year?**

A standard academic year consists of 3 terms for A, B, and C track students and 5 terms for D track students. Terms for A, B, and C Track students are 10 weeks in length and for D track students they are 6 weeks in length. Please note an academic year can be shorter in length in some cases.

### **5. Is it possible to make a change to any selection after submitting the form?**

Yes. A student can revoke their choice at any time. For loan increases above the cost of tuition and fees, an Increase Award Request Form must be submitted. For decreases to existing loan amounts, a Decrease Award Request Form must be submitted.

### **6. How long will it take to make the changes to an account?**

The process will not begin until a signed document is received. Once the document is received, the request will be completed within 3 business days.

### **7. What happens if a student fails to pay an outstanding balance by the due date?**

All outstanding balances created as a result of declining Title IV funds will be the sole responsibility of the student. Failure to make these payments in a timely manner will result in being restricted from class(es).