

# 2024-2025 Loan Change Request Form

**Directions:** Loan increases will only be split evenly between the fall and spring semesters. Undergraduates graduating in December are subject to loan proration and their loans will be prorated based on the actual number of hours enrolled.

**How to Submit Form:** Submit completed form through the [Document Uploader](#) for processing.

- **Fields to select on the Document Uploader:** Department: *Financial Aid & Scholarships*; Term: *2024-2025*; Category: *Loan Forms*; Category 2: *Loan Change Request Form*; Document: *Loan Change Request Form*

**Please do not submit this form if you have currently withdrawn or are in the process of withdrawing from all classes.** Students who have withdrawn for the semester and owe a balance as a result of Return of Title IV Aid should submit payment directly to the Fiscal Services Office.

## INCREASE MY LOAN

Loan<sup>§</sup> increases will only be split **evenly between the fall and spring semesters**. Undergraduates graduating in December are subject to loan proration and their loans will be prorated based on the actual number of hours enrolled.

Fall Only Loan      Fall/Spring Loan      Spring Only Loan      Summer Only Loan

	Current Loan Amount	New Loan Amount
Subsidized Loan	\$	\$
Unsubsidized Loan	\$	\$

<sup>§</sup>UTSA can no longer advance loan funds from the Spring term to the Fall term.

## DECREASE<sup>¶</sup> MY LOAN

**Note:** You may only decrease loans that have not yet disbursed. To decrease the amount of a disbursed loan, use the *Return Loan Funds Form*.

Fall Only Loan      Fall/Spring Loan      Spring Only Loan      Summer Only Loan

	Current Loan Amount	New Loan Amount
Subsidized Loan	\$	\$
Unsubsidized Loan	\$	\$

<sup>¶</sup>To decrease the amount of a disbursed loan, use the *Return Loan Funds Form*.

## CLASSIFICATION CHANGE

I want to increase my federal Direct Subsidized or Unsubsidized loans because my grade level has changed. My grade level is now:

Sophomore (30-59 credits\*)      Junior or above (60+ credits)      Graduate (Master's/Doctoral)

All credits must reflect **earned** credits, not credits for which you are currently enrolled.

## PARENT UNABLE TO OBTAIN A PLUS LOAN

Check here if you are a dependent student whose parents are not eligible to pursue a Direct Federal PLUS loan. (i.e. non-citizenship, adverse credit history, incarcerated).

- Submit supporting documentation

## STUDENT CERTIFICATION STATEMENT

**Note:** UTSA can no longer move money to the Fall from the Spring disbursement.

- The information submitted for review is true and correct to the best of my knowledge.

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

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

### UTSA OFFICE USE ONLY:

RRAAREQ Code: LMEMO, LMEMO2, LMEMO3 • WebX Code: FA\_LMEMO

## Additional Information

### FEDERAL STUDENT LOAN BORROWING LIMITS

**Note:** The information below is general. Your actual loan eligibility may differ based on a number of factors including, but not limited to: borrowing history, budget/cost of attendance, expected family contribution (EFC), other aid/resources received. For more information regarding the Federal Loans, please visit [studentaid.gov](http://studentaid.gov).

#### Annual Stafford Loan Borrowing Limits

<i>Dependent Undergraduates (parent's signature was required on your FAFSA)</i>	
Freshman (0-29 credits earned)	\$5,500 up to \$3,500 of which may be Subsidized*
Sophomore (30-59 credits earned)	\$6,500 up to \$4,500 of which may be Subsidized*
Junior (60-89 credits earned)	\$7,500 up to \$5,500 of which may be Subsidized*
Seniors (90 credits and above)	\$7,500 up to \$5,500 of which may be Subsidized*

<i>Independent Undergraduates (parent's signature was not required on your FAFSA) &amp; Dependent Undergraduates whose parents cannot borrow a Plus Loan</i>	
Freshman (0-29 credits earned)	\$9,500 up to \$3,500 of which may be Subsidized*
Sophomore (30-59 credits earned)	\$10,500 up to \$4,500 of which may be Subsidized*
Junior (60-89 credits earned)	\$12,500 up to \$5,500 of which may be Subsidized*
Seniors (90 credits and above)	\$12,500 up to \$5,500 of which may be Subsidized*
Graduate Students	\$20,500 Unsubsidized Stafford Only

\* Subsidized Stafford Loans do not accrue interest while student is enrolled at least half time.

<i>Lifetime Stafford Loan Borrowing Limits</i>	
Dependent Undergraduate	\$31,000 (up to \$23,000 may be Subsidized*)
Independent Undergraduate	\$57,500 (up to \$23,000 may be Subsidized*)
Graduate Student	\$138,500 (includes loans borrowed as an Undergraduate)

Find your federal student loan and federal grant history online at [www.nslds.ed.gov](http://www.nslds.ed.gov).