

# Loan Change Request Form 2025-2026

Students can find their federal student loan and federal grant history online at [studentaid.gov](http://studentaid.gov), along with additional general information like [federal loan borrowing limits](#). Please note that your actual loan eligibility may differ based on several factors including, but not limited to borrowing history, budget/cost of attendance, student aid index (SAI) and other aid/resources received.

Please do not submit this form if you have currently withdrawn or are in the process of withdrawing from all classes.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

## Student Information

myUTSA ID: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

## Loan Change Request

I want to increase my loan

- 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. UT San Antonio can no longer advance loan funds from the spring term to the fall term. Requested amounts may be adjusted as needed.

I want to decrease my loan

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

## Loan Terms

Which loans would you like to change?

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

## Loan Amount

Subsidized Loan      Current Loan Amount: \$ \_\_\_\_\_      New Loan Amount: \$ \_\_\_\_\_

Unsubsidized Loan      Current Loan Amount: \$ \_\_\_\_\_      New Loan Amount: \$ \_\_\_\_\_

## Classification Change

Check here if you want to increase your Federal Direct Subsidized or Unsubsidized loans because your grade level has changed. All credit must reflect earned hours, not credits for which you are currently enrolled.

## Acknowledgement & Certification

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

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

## Student Acknowledgement

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

## Submit this Form

### Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select “Financial Aid & Scholarships”
- **Term:** Select applicable aid year
- **Category:** Select “Loan Forms”
- **Category 2:** Select “Loan Change Request Form”
- **Document:** Select “Loan Change Request Form”

*Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.*

**Disclaimer:** *With a few exceptions, you are entitled on your request to be informed about the information UT 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 UT 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.*