

2023 Spring Enrollment Change Form

Directions: You do not need to submit this form unless you have accepted loans. In order to receive your loan disbursement, your actual enrollment must match your expected enrollment of 12 credit hours or more (undergraduate students) and 4-8 credit hours or more (graduate students) per semester. If your actual enrollment differs from these figures, submit this form. We will review your actual enrollment again after Census date.

How to Submit Form: This form can be submitted by mail, in-person at the One Stop Enrollment Center, or via the [Document Uploader](#).

Undergraduate Enrollment Requirements

| Full Time | 3/4 Time | 1/2 Time |
|-----------|------------|-----------|
| 12+ hours | 9-11 hours | 6-8 hours |

Graduate Enrollment Requirements

| Full Time | 3/4 Time | 1/2 Time |
|-----------|-----------|-----------|
| 9+ hours | 6-8 hours | 4-5 hours |

STEP 1: INDICATE YOUR LEVEL AND ENROLLMENT STATUS

Please indicate for each item. **NOTE:** This form is only available through January 27, 2023.

For the Spring semester, I am a (check one)

Undergraduate Graduate (*master's or doctoral*)

For the Spring semester, I am enrolled (check one)

Full Time 3/4 Time 1/2 Time

*A change in enrollment that increases your expected enrollment could result in an increased cost of attendance. If the annual loan limit has not been reached, you may receive additional Stafford loan funding. If an increase in eligibility for Stafford loans occurs, you will be offered the additional **eligibility** on ASAP and you will be sent a revised award letter. If your cost of attendance decreases due to a decrease in enrollment, your currently awarded/dispursed loan funds may be adjusted and pulled back which could result in a balance owed to UTSA. As a reminder, grants automatically prorate based on the number of hours in which you are enrolled.*

STEP 3: CERTIFICATION AND SIGNATURE

Your signature on this document confirms your acknowledgment of the following:

- The information submitted for review is true and correct to the best of my knowledge.
- Changes resulting from this review do not guarantee an increase in aid.
- Additional adjustments could potentially be made to your Estimated Cost of Attendance.

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: ENRCHG
 WebX Code: FA_ENRCHG_FM
 Form revised 11/8/22

Date: _____ Received By: _____ Processed By: _____