

Enrollment and Student Financial Services**Financial Aid**

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4000 East 30th Avenue * Eugene, OR 97405-0640



Request for Change

Name: _____

L#: _____

Please allow two weeks for processing. You should check your myLane account for changes to your awards and/or messages regarding your request. If your request is denied, or if we need additional information, a message will appear in myLane. From the *My Money* tab, click on *Overall Financial Aid Status* and view any active messages. Messages remain active for 30 days.

Change Enrollment Level	<input type="checkbox"/> Adjust my enrollment to: <i>(if not attending, write "0")</i> Summer: _____ credits Fall: _____ credits Winter: _____ credits Spring: _____ credits <input type="checkbox"/> Due to institutional error, my enrollment is incorrect during _____ term. Please correct my enrollment to _____ credits. I've attached an explanation of the error.
Increase Student Budget	Increase my student budget and loans to include: <input type="checkbox"/> A computer purchase for academic purposes. Cost of computer \$_____. <i>Note: Financial Aid will only increase your budget one time for the purchase of a computer.</i> <input type="checkbox"/> Differential fees. I have attached documentation of these fees. <input type="checkbox"/> Required program fees. I have attached documentation of these fees. <input type="checkbox"/> Required tools or supplies. I have attached documentation of the required items and their costs. <i>Note: Financial Aid cannot consider optional items.</i> <i>An increase to your budget may increase your student loan eligibility up to the annual limits set by the Department of Education. It will not increase your eligibility for grants. Any increase to loans will be spread equally among all terms of the award year.</i>
Change Loans	Change my loans to reflect the following: <input type="checkbox"/> I have completed at least 45 credits of requirements for the _____ program. Consider me for second year loan amounts. <i>(Attach transcripts from other schools, if applicable.)</i> <i>Note: if you are enrolled in a one-year program, you cannot qualify for second year loans.</i> <input type="checkbox"/> My parent was denied the PLUS loan; I would like additional loans. <i>(Attach statement from your parent that specifies they do not intend to pursue the loan.)</i> <input type="checkbox"/> I would like to accept \$ _____ .00 in Direct Loan(s) that I previously declined. <input type="checkbox"/> I would like to decline my Federal Work-Study offer and be considered for any remaining loan eligibility.
Copies	<input type="checkbox"/> Most Recent Award Letter <input type="checkbox"/> Perkins Prom Note <input type="checkbox"/> Other: _____
Other Requests	<input type="checkbox"/> Specify and attach supporting documentation (if available) _____ _____ _____

Signature: _____

Date: _____

Office Use Only: Decision: ☐ APPROVED ☐ DENIED ☐ PENDING