



OFFICE OF FINANCIAL AID & SCHOLARSHIPS

## 2023-2024 Request for Counselor Action

### SECTION A: STUDENT INFORMATION

Name: \_\_\_\_\_ UNTD Assigned ID: \_\_\_\_\_ SSN (last 4 digits only): \_\_\_\_\_

### SECTION B: AWARD ADJUSTMENTS

**CANCEL/DECLINE AWARD:** I am currently awarded Financial Aid and I am requesting to have my awards cancelled/declined.

**\*NOTE:** *If your funds have already disbursed to your account, you will be responsible for any balance due to the school once the funds have been cancelled/declined.*

All Awards

**Specific Award Type:**  Pell Grant  SEOG  TEXAS Grant  TPEG  UNTD Tuition Grant

Scholarship: If so, name of scholarship \_\_\_\_\_  Work Study

Direct Subsidized Loan  Direct Unsubsidized Loan  Parent PLUS Loan  Graduate PLUS Loan

Additional Direct Unsubsidized Loan (from Parent PLUS Denial)  Alternative/Private Loan  CAL Loan

**Semester:**  Fall 2023  Spring 2024  Summer 2024

**ACCEPT AWARD:** I am currently awarded Financial Aid and I am requesting to have my awards accepted on my behalf **due to a technical malfunction in the student portal.**

**\*NOTE:** *If you accept loan funds be aware that there may be other loan requirements at [www.studentaid.gov](http://www.studentaid.gov) prior to the disbursement of loan funds. If you accept Pell Grant funds they may not disburse until after census of the term.*

All Awards

**Specific Award Type:**  Pell Grant  SEOG  TEXAS Grant  TPEG  UNTD Tuition Grant

Scholarship: If so, name of scholarship \_\_\_\_\_  Work Study

Direct Subsidized Loan  Direct Unsubsidized Loan  Parent PLUS Loan  Graduate PLUS Loan

Additional Direct Unsubsidized Loan (from Parent PLUS Denial)  Alternative/Private Loan  CAL Loan

**Semester:**  Fall 2023  Spring 2024  Summer 2024

**REOFFER AID:** I am requesting that a previously declined Financial Aid award be reoffered.

**\*NOTE:** *Awards can only be reoffered to your account if they had been previously awarded and funding is still available for the award, all federal aid has been cancelled at other institutions, and the deadline has not passed. If any of these conditions are not met, we will be unable to process your request.*

All Awards

**Specific Award Type:**  Pell Grant  SEOG  TEXAS Grant  TPEG  UNTD Tuition Grant

Scholarship: If so, name of scholarship \_\_\_\_\_  Work Study

Direct Subsidized Loan  Direct Unsubsidized Loan  Parent PLUS Loan  Graduate PLUS Loan

Additional Direct Unsubsidized Loan (from Parent PLUS Denial)  Alternative/Private Loan  CAL Loan

**If requesting to have a specific loan amount reoffered enter desired amount \$ \_\_\_\_\_**

**\*NOTE:** *If requesting a specific amount for fall 2023/spring 2024, please be aware the amount will be split equally between the two terms.*

**Semester:**  Fall 2023  Spring 2024  Summer 2024

**REDUCE LOANS:** I am currently awarded a Direct Loan and accepted \$ \_\_\_\_\_ in  Subsidized  Unsubsidized and I am requesting that the amount be reduced to \$ \_\_\_\_\_.

**\*NOTE:** *If your funds have already disbursed to your account, you will be responsible for any balance due to the school once the funds have been cancelled.*

**Semester:**  Fall 2023  Spring 2024  Summer 2024

**Return this completed form with any required documentation to:**

Student Financial Aid & Scholarships | University of North Texas at Dallas | 7350 University Hills Blvd, Dallas, TX 75241  
or fax to (972) 338-1799 or save and attach as PDF and email to [financialaid@untdallas.edu](mailto:financialaid@untdallas.edu)

**SECTION C: EXPECTED ENROLLMENT ADJUSTMENT**

**UPDATE EXPECTED ENROLLMENT:** I selected  Full-time  3 Quarter-time  Half-time  Less than half-time on my original submission, but would like to update to  Full-time  3 Quarter-time  Half-time  Less than half-time.

**Semester:**  Fall 2023  Spring 2024  Summer 2024

*\*NOTE: Adjusting expected enrollment will cause a change in your current Cost of Attendance (COA) budget, which could cause an adjustment to your accepted award amounts. If award amounts have to be decreased due to a reduction in COA, award funds already disbursed will have to be removed from your account. You will be responsible for any balance due to the school if that occurs.*

**SECTION D: TEXAS DRUG QUESTION**

If you are unable to answer the drug related question pertaining to your **TEXAS Grant** award in your student portal, **please read** the below information before making your selection:

Statutory Program Restrictions “A person is not eligible to receive a TEXAS grant if the person has been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under the law of another jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code, unless the person has met the other applicable eligibility requirements under this subchapter and has:

- 1) Received a certificate of discharge by the Texas Department of Criminal Justice or a correctional facility or completed a period of probation ordered by a court, and at least two years have elapsed from the date of the receipt or completion; or
- 2) Been pardoned, had the record of the offense expunged from the person’s record, or otherwise has been released from the resulting ineligibility to receive a grant under this subchapter.”

Have you been convicted of a felony or a crime involving a controlled substance?  Yes  No

**SECTION E: CERTIFICATION**

I certify that all the information contained on this form is complete and correct and that there is no forgery of signature(s). I understand that I must sign and return this form for my financial aid to be processed. **Electronic signatures are not accepted.**

**Student Signature**

**Date:**

X \_\_\_\_\_ X \_\_\_\_\_