



Revised: 1/9/20

Office of Student Financial Aid & Scholarships

OFFICE USE ONLY

Funding Level Change Request

Student Name: _____ NSHE ID: _____

This form is used to request that the Office of Financial Aid & Scholarships change your funding level to reflect a reduction in your total number of credit hours taken during the current semester. Changes in funding levels may reduce the amount of financial aid you are eligible for. If any financial awards have already been refunded to you, you will be required to repay any funds that you are no longer eligible for. Funds will be adjusted within 7 business days from the date this form is submitted.

You must deliver this form first to the Office of Financial Aid & Scholarships. Once it is processed, you must take the form to the Office of Admissions & Records to drop your courses.

SECTION 1: COURSES TO BE DROPPED

Complete the information requested below for each course you wish to drop.

1. Course Name: _____
 Catalogue Number: _____
 Number of Credits: _____
 I attended this course (check if yes).

2. Course Name: _____
 Catalogue Number: _____
 Number of Credits: _____
 I attended this course (check if yes).

3. Course Name: _____
 Catalogue Number: _____
 Number of Credits: _____
 I attended this course (check if yes).

4. Course Name: _____
 Catalogue Number: _____
 Number of Credits: _____
 I attended this course (check if yes).

5. Course Name: _____
 Catalogue Number: _____
 Number of Credits: _____
 I attended this course (check if yes).

6. Course Name: _____
 Catalogue Number: _____
 Number of Credits: _____
 I attended this course (check if yes).

Reason for dropping course(s): _____

SECTION 2: NEW ENROLLMENT STATUS

Undergraduate students, select new enrollment level:

Not Enrolled (0 credits)
 Less Than Half-Time (1 to 5 credits)
 Half-Time (6 to 8 credits)
 Three Quarter-Time (9 to 11 credits)
 Full-Time (12 or more credits)

Graduate students, select new enrollment level:

Not Enrolled (0 credits)
 Less Than Half-Time (1 to 4 credits)
 Half-Time (5 to 6 credits)
 Three Quarter-Time (7 to 8 credits)
 Full-Time (9 or more credits)



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SECTION 3: PERMISSION TO DROP COURSES (for International Students only)

I am an International Student (check if yes). If you are an International Student, you must take this form to the Office of

International Students and Scholars (OISS) and obtain permission to drop courses from an OISS advisor before the Office of Financial Aid & Scholarships can process your request. If you are not an international student, skip this section.

OISS CERTIFICATION: By signing below, I certify that I am an advisor from the Office of International Students and Scholars. I give the student permission to drop the courses indicated in Section 1 and understand that the student's enrollment level may change, as indicated in Section 2.

OISS Advisor Signature: _____ Date: _____

SECTION 4: STUDENT CERTIFICATION

By signing below, I request that the Office of Financial Aid & Scholarships change my funding level to the new enrollment status as marked above. I understand that this change may affect the amount of financial assistance I am eligible for and I will be required to return any funds that I am no longer eligible for as a result of this change. I further authorize the Office of Admissions & Records to drop my classes as noted above. I acknowledge that by signing below I promise to pay the sum of amounts owed by me by the fee due date, or immediately if after the term or payment plan due date, or I will be subject to late fees, interest, penalty, and collection costs.

Student Signature: _____ Date: _____

SPACE INTENTIONALLY LEFT BLANK

FOR OFFICE USE ONLY: FA R2T4: _____ Institutional: _____ FOR OFFICE USE ONLY: A&R
S02: _____ Date: _____ Millennium: _____ Review Awards: _____ Min Enroll: _____
F T H L N Scholarships: _____ Release S02: _____ Date: _____

CONTACT US Phone: 775-784-4666 Fax: 775-784-1025 E-mail: finaid@unr.edu Location: 3rd Floor, Fitzgerald Student Services Bldg.