Virginia Union University

Graduate Financial Aid
Adjustment/Decline Aid Form

Please see your advisor before requesting an adjustment in financial aid to ensure coverage of course charges and anticipated expenses for each term. It is important to note that if you choose to adjust and/or decline an award, it may result in an outstanding student account balance. If your account reflects a balance, you will need to speak directly to a Student Accounts Representative to resolve your balance (804-257-5711).

Name: ________________________________________________________ Student ID #______________________

Phone (_____) __________________________ Email Address: ________________________________

I am requesting to Adjust or Decline my financial aid, awarded by the Office of Graduate Financial Aid, for the following reason(s):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

* Students are ONLY eligible for funds if enrolled in that term. Requested amounts should include (total charges, 1% origination fee and estimated refund). Indicate Adjustment(s) to or Declining of Federal Direct Unsubsidized or GradPlus Loans (ONLY) below:

FALL TERM: ADJUST_____ DECLINE_____ Amount Requested:______________________ # of Courses:________

WINTER TERM:  ADJUST_____ DECLINE_____ Amount Requested:______________________ # of Courses:________

SPRING TERM:  ADJUST_____ DECLINE_____ Amount Requested:______________________ # of Courses:________

SUMMER TERM: ADJUST_____ DECLINE_____ Amount Requested:______________________ # of Courses:________

____________________________________________________________________  ____/______ /_______
Student Signature  Date

For Official USE ONLY

Review Approved: _____ Request Denied: ________

Reviewed By: ____________________________________________ Date ______/______/______