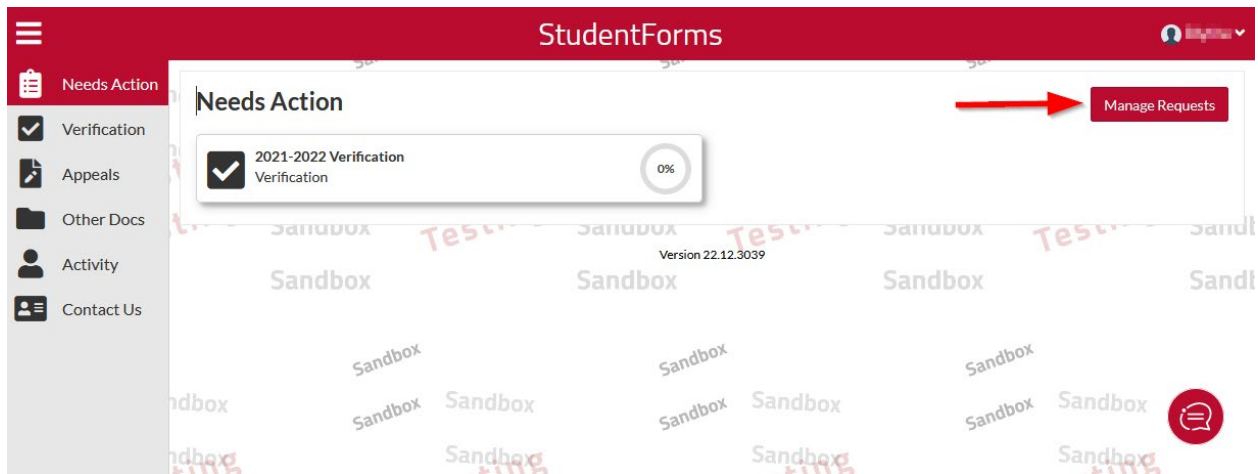




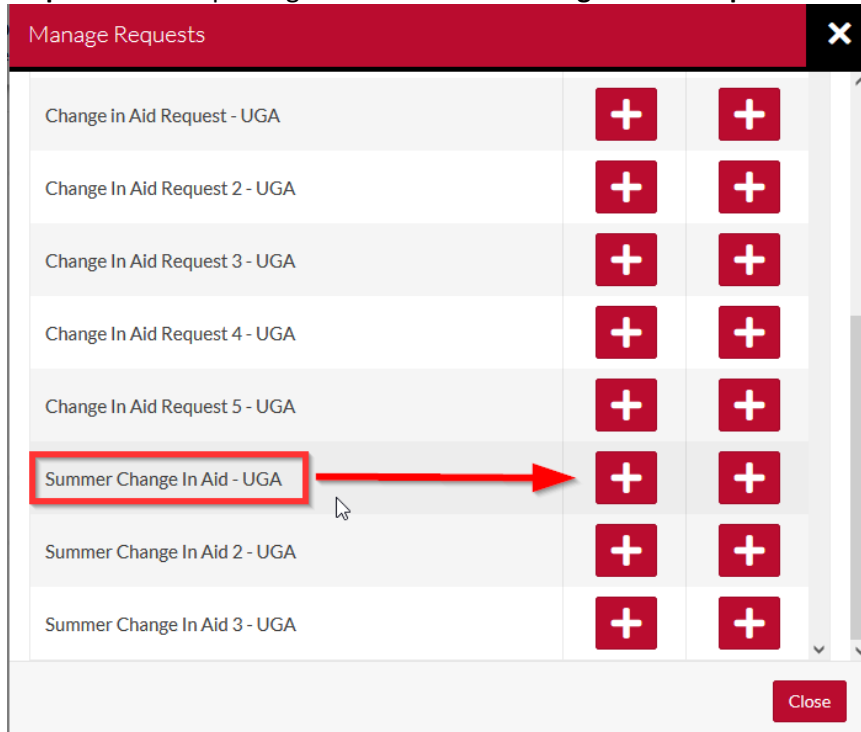
How to Submit a Change in Aid Request to OSFA for *Summer* Semester (Please complete all steps to initiate or change summer student loans)

Important: DO NOT submit a Summer Change in Aid Request until you have registered for Summer classes. Your eligibility for summer Federal Direct Student Loans CAN NOT be determined without verified enrollment.

Step 1: Login to <https://uga.studentforms.com/> (you need to [create an account](#) if you haven't already) and click the **Manage Request** button.



Step 2: Click the plus sign beside **Summer Change in Aid Request – UGA**



Step 3: Enter either “Add Aid” or “Cancel/Reduce Aid” and click **submit**.

Add Request ✕

Summer Change In Aid - UGA -- 2022-2023

DO NOT submit a Summer Change in Aid Request until you have registered for Summer classes. Once registered, complete this process to request *add/reduce/cancel* changes to your Summer aid. Please allow 10-14 business days for processing.

When notified, please look for Important Messages in the Financial Aid Status section of your Athena account and carefully review any **active messages**. Important information regarding your Summer Change in Aid Request will be displayed in these messages after your request has been processed.

Unless this Summer Change in Aid request was inaccurate **DO NOT** submit another Summer Change in Aid request. Duplicate requests will delay processing.

To submit a corrected Summer Change in Aid request please indicate in the 'Other Requests or Additional Information' section that this request replaces an earlier Change in Aid request that was submitted in error. Click [Summer Change in Aid Instructions](#) for a step by step guide to submitting a Summer Change In Aid Request.

****Please note that after entering which type of request you need and clicking submit you will have to click on the 'Other Documents' tab to complete the process.****

Please enter which type of request you need in the comment box below:

- Add Aid
- Cancel/Reduce Aid

Please explain your reason for this request.

Enter your comments...

ⓘ Comment must be between 3 and 255 characters
Characters left: 255/255

Submit

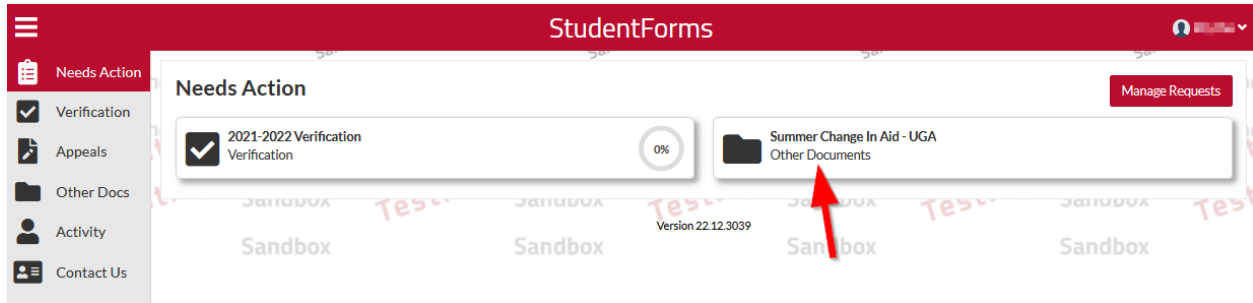
Step 4: A Success message will appear to indicate your request has been created. Click OK.

Success ✕

Your request has been successfully created!

OK

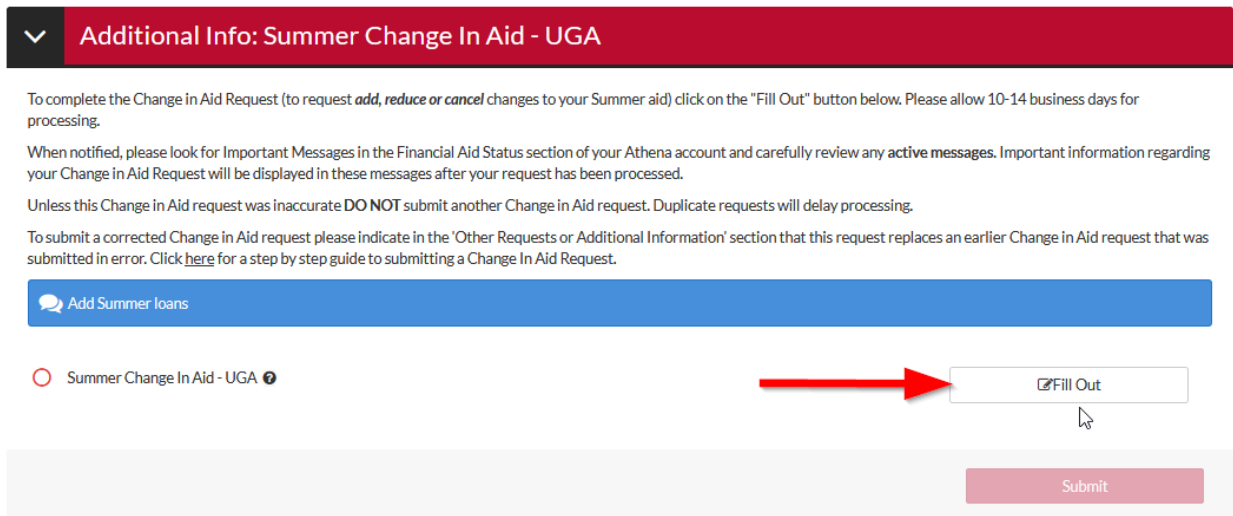
Next click on the **Summer Change in Aid Request – UGA** tile under the **Needs Action** section.



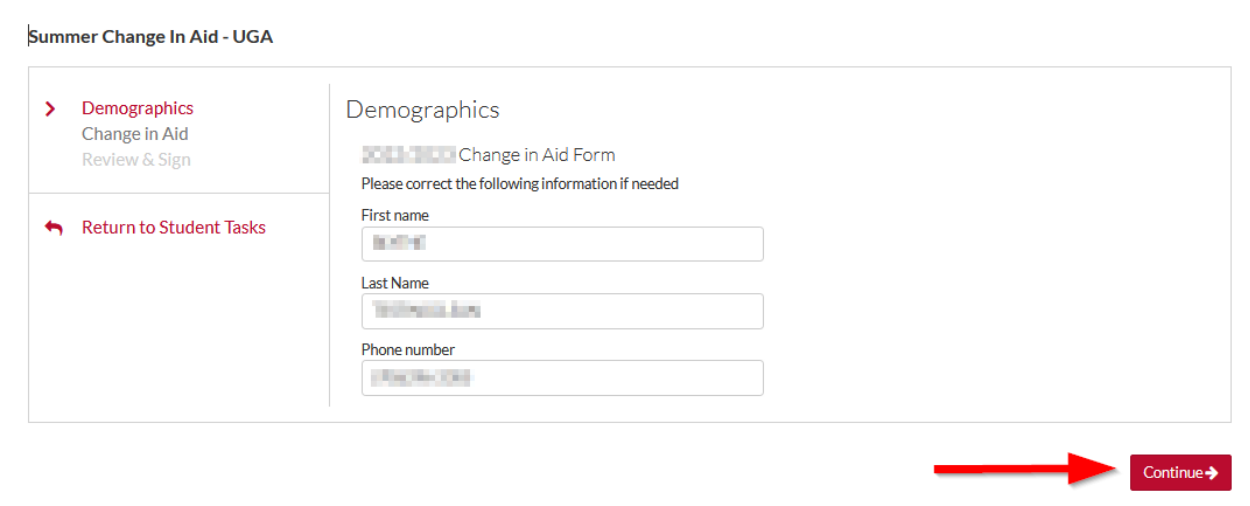
Expand the task by clicking on the > symbol.



Step 5: Click **Fill Out** to begin.



Click **Continue**.



Step 6: Select your Grade Level and what you want to do then Continue.

Summer Change In Aid - UGA

Demographics
> **Change in Aid**
Review & Sign

Return to Student Tasks

Change in Aid

Use this form to request that OSFA change your Financial Aid Award for the current Academic Year.

Grade Level

Undergraduate
 Graduate

Students are automatically awarded the Federal Pell Grant and/or the HOPE/Zell Miller Scholarship if they meet the eligibility requirements. Eligible UGA students attending other HOPE eligible institutions as transients must complete the [HOPE/Zell Miller Scholarship Transient Request](#) form.

What do you want to do?

Add Loans
 Cancel/Reduce Aid

← Back Continue →

Step 7: Select Maximum Amount or provide a Specific Amount. If you are an undergraduate, you will be asked if you are interested in a [Federal Direct Unsubsidized](#) loan if a Subsidized Loan is not available. There is a box for you to provide additional information if needed.

Summer Change In Aid - UGA

Demographics
> **Change in Aid**
Review & Sign

Return to Student Tasks

Change in Aid

Use this form to request that OSFA change your Financial Aid Award for the current Academic Year.

Grade Level

Undergraduate
 Graduate

Students are automatically awarded the Federal Pell Grant and/or the HOPE/Zell Miller Scholarship if they meet the eligibility requirements. Eligible UGA students attending other HOPE eligible institutions as transients must complete the [HOPE/Zell Miller Scholarship Transient Request](#) form.

What do you want to do?

Add Loans
 Cancel/Reduce Aid

In order for your change in aid request to be processed:

- You must have completed the [FAFSA process](#) for the academic year.
- You must enroll at least **half-time** in the term(s) for which you are requesting aid.
- You must have **remaining loan eligibility** for the academic year.

Important Note: The amount(s) you enter below will be **added** to any loans you are currently awarded!

If you are submitting a correction to a previous Change In Aid request, please indicate in the "Other Requests or Additional Information" section that this request replaces an earlier Change In Aid request that was submitted in error. Please, be patient - each additional submission will delay processing.

Federal Direct **SUBSIDIZED** Loan.

Summer 2023

Maximum Amount
 Specific Amount

In the amount(s) you requested, if you are not eligible for a Federal Direct Subsidized Loan, would you like to be considered for an Unsubsidized Loan instead? [Click here for more information on the difference between a Subsidized Loan and an Unsubsidized Loan.](#)

Yes
 No

Enter the number of hours you will be attending Summer semester. You must be enrolled at least [half time](#) to receive loans. Click **Continue**.

Other Requests or Additional Information

Enrollment Plan

Please enter the number of hours you will be enrolled in during each session as completely and accurately as possible. This will enable us to award you correctly.

Your Summer Change in Aid Requests cannot be processed until after you have registered for summer classes. In addition, you must be enrolled **at least half time** or more in eligible summer hours in order for summer loans to be applied to your UGA student account and/or disbursed.

Specify a number of hours for each category listed below. Enter '0' if you are not attending.

UGA Summer Hours

Study Abroad/Field Study/Internship/Directed Study Hours

Total Hours: 0.0

[← Back](#) [Continue →](#)

Note: Do not leave either of these fields blank.

Step 8: The Summer Change in Aid Request – UGA summary screen will appear for you to review your answers.

Summer Change In Aid - UGA

Demographics
Change in Aid
[Review & Sign](#)

[Return to Student Tasks](#)

University of Georgia
220 Holmes/Hunter Academic Building
Athens, GA 30602-6114
(706) 542-6147
osfa@uga.edu

Summer Change In Aid - UGA

2022/2023 Change in Aid Form
Please correct the following information if needed

First name
[Redacted]

Last Name
[Redacted]

Phone number
[Redacted]

Use this form to request that OSFA change your Financial Aid Award for the current Academic Year.

Grade Level
 Undergraduate
 Graduate

Students are automatically awarded the Federal Pell Grant and/or the HOPE/Zell Miller Scholarship if they meet the eligibility requirements. Eligible UGA students attending other HOPE eligible institutions as transients must complete the [HOPE/Zell Miller Scholarship Transient Request](#) form.

What do you want to do?
 Add Loans
 Cancel/Reduce Aid

In order for your change in aid request to be processed:

- You must have completed the [FAFSA process](#) for the academic year.
- You must enroll at least [half-time](#) in the term(s) for which you are requesting aid.
- You must have [remaining loan eligibility](#) for the academic year.

Important Note: The amount(s) you enter below will be added to any loans you are currently awarded!
If you are submitting a correction to a previous Change In Aid request, please indicate in the "Other Requests or Additional Information" section that this request replaces an earlier Change In Aid request that was submitted in error. Please, be patient - each additional submission will delay processing.

Federal Direct SUBSIDIZED Loan.

Summer 2023
 Maximum Amount
 Specific Amount

If the amount(s) you requested, if you are not eligible for a Federal Direct Subsidized Loan, would you like to be considered for an Unsubsidized Loan instead? [Click Here For More Information on the difference between a Subsidized Loan and an Unsubsidized Loan.](#)

Yes
 No

Other Requests or Additional Information

Enrollment Plan

Please enter the number of hours you will be enrolled in during each session as completely and accurately as possible. This will enable us to award you correctly.
Your Summer Change in Aid Requests cannot be processed until after you have registered for summer classes. In addition, you must be enrolled at [least half-time](#) or more in eligible summer hours in order for summer loans to be applied to your UGA student account and/or disbursed.
Specify a number of hours for each category listed below. Enter '0' if you are not attending.

UGA Summer Hours
6

Study Abroad/Field Study/Internship/Directed Study Hours
0

Total Hours: 6.0

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**
The student must sign and date this form.

Student's Signature

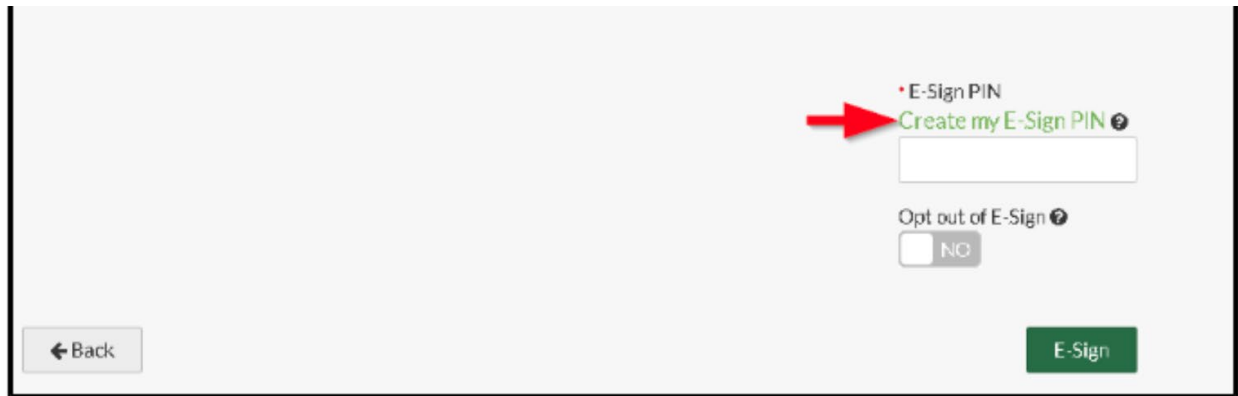
Date

Spouse's Signature (optional)

Date

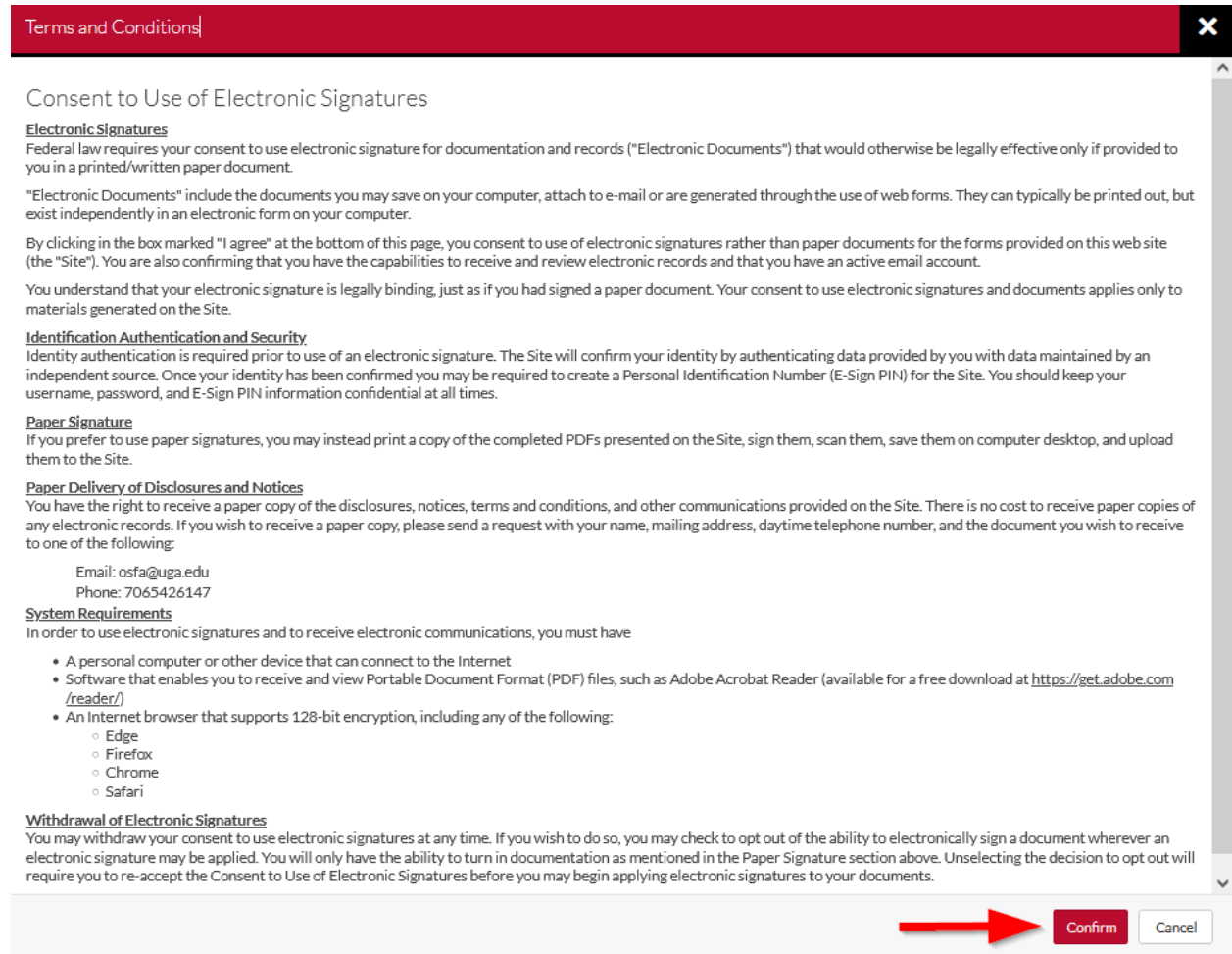
Step 9: The Create my E-Sign PIN link is at the bottom of the review and sign screen on the form you are completing. The first time you e-sign a web form, you must create an e-sign pin to sign electronically. *Note: The Create my E-Sign PIN will not be hyperlinked but you can click on the words and screen will appear.*

If the request is correct, provide your **E-sign PIN** (not the password you used to login) and click **E-Sign**. Otherwise, click **Back** and make any necessary corrections.



The screenshot shows a web form for creating an E-Sign PIN. A red arrow points to the text "Create my E-Sign PIN" which is next to a red asterisk. Below this text is an empty white input field. To the right of the input field is a link "Opt out of E-Sign" with a question mark icon. Below that is a checkbox and the word "NO". At the bottom left is a button with a left arrow and the word "Back". At the bottom right is a green button with the word "E-Sign".

Step 10: Accept the E-Sign Terms and Conditions.

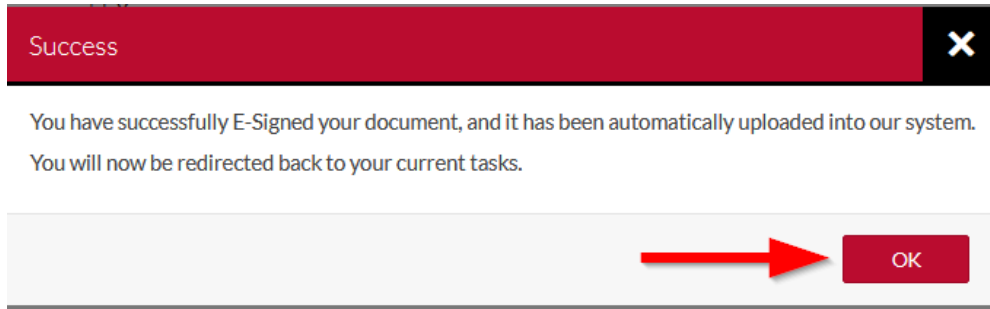


The screenshot shows a web page titled "Terms and Conditions" with a close button (X) in the top right corner. The main heading is "Consent to Use of Electronic Signatures". Below this are several sections of text:

- Electronic Signatures:** Federal law requires your consent to use electronic signature for documentation and records ("Electronic Documents") that would otherwise be legally effective only if provided to you in a printed/written paper document. "Electronic Documents" include the documents you may save on your computer, attach to e-mail or are generated through the use of web forms. They can typically be printed out, but exist independently in an electronic form on your computer. By clicking in the box marked "I agree" at the bottom of this page, you consent to use of electronic signatures rather than paper documents for the forms provided on this web site (the "Site"). You are also confirming that you have the capabilities to receive and review electronic records and that you have an active email account. You understand that your electronic signature is legally binding, just as if you had signed a paper document. Your consent to use electronic signatures and documents applies only to materials generated on the Site.
- Identification Authentication and Security:** Identity authentication is required prior to use of an electronic signature. The Site will confirm your identity by authenticating data provided by you with data maintained by an independent source. Once your identity has been confirmed you may be required to create a Personal Identification Number (E-Sign PIN) for the Site. You should keep your username, password, and E-Sign PIN information confidential at all times.
- Paper Signature:** If you prefer to use paper signatures, you may instead print a copy of the completed PDFs presented on the Site, sign them, scan them, save them on computer desktop, and upload them to the Site.
- Paper Delivery of Disclosures and Notices:** You have the right to receive a paper copy of the disclosures, notices, terms and conditions, and other communications provided on the Site. There is no cost to receive paper copies of any electronic records. If you wish to receive a paper copy, please send a request with your name, mailing address, daytime telephone number, and the document you wish to receive to one of the following:
Email: osfa@uga.edu
Phone: 7065426147
- System Requirements:** In order to use electronic signatures and to receive electronic communications, you must have
 - A personal computer or other device that can connect to the Internet
 - Software that enables you to receive and view Portable Document Format (PDF) files, such as Adobe Acrobat Reader (available for a free download at <https://get.adobe.com/reader/>)
 - An Internet browser that supports 128-bit encryption, including any of the following:
 - Edge
 - Firefox
 - Chrome
 - Safari
- Withdrawal of Electronic Signatures:** You may withdraw your consent to use electronic signatures at any time. If you wish to do so, you may check to opt out of the ability to electronically sign a document wherever an electronic signature may be applied. You will only have the ability to turn in documentation as mentioned in the Paper Signature section above. Unselecting the decision to opt out will require you to re-accept the Consent to Use of Electronic Signatures before you may begin applying electronic signatures to your documents.

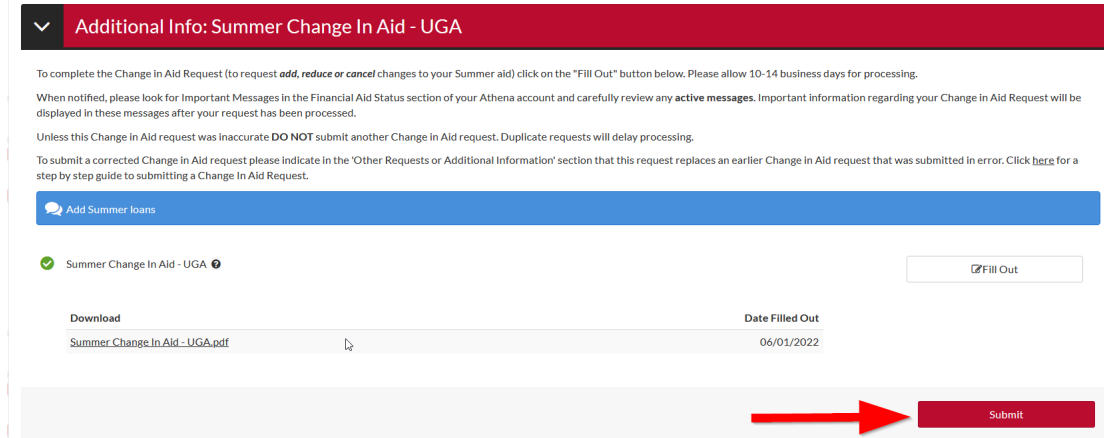
At the bottom right of the page, there is a red arrow pointing to a red "Confirm" button and a white "Cancel" button.

Step 11: Click **OK** to acknowledge that you have E-Signed the document.



A success notification dialog box with a dark red header containing the word "Success" and a close button (X). The main text reads: "You have successfully E-Signed your document, and it has been automatically uploaded into our system. You will now be redirected back to your current tasks." At the bottom right, there is a red "OK" button with a red arrow pointing to it from the left.

Step 12: Click **Submit** to submit your Summer Change in Aid Request – UGA.



A section titled "Additional Info: Summer Change In Aid - UGA" with a dropdown arrow on the left. Below the title is instructional text: "To complete the Change in Aid Request (to request **add**, **reduce** or **cancel** changes to your Summer aid) click on the 'Fill Out' button below. Please allow 10-14 business days for processing. When notified, please look for Important Messages in the Financial Aid Status section of your Athena account and carefully review any **active messages**. Important information regarding your Change in Aid Request will be displayed in these messages after your request has been processed. Unless this Change in Aid request was inaccurate **DO NOT** submit another Change in Aid request. Duplicate requests will delay processing. To submit a corrected Change in Aid request please indicate in the 'Other Requests or Additional Information' section that this request replaces an earlier Change in Aid request that was submitted in error. Click [here](#) for a step by step guide to submitting a Change in Aid Request." Below the text is a blue button labeled "Add Summer loans". Underneath is a green checkmark icon followed by "Summer Change In Aid - UGA" and a "Fill Out" button. A table below shows a download link for "Summer Change In Aid - UGA.pdf" with a "Date Filled Out" of "06/01/2022". At the bottom right, there is a red "Submit" button with a red arrow pointing to it from the left.

Step 13: Click **Finish** if you have no other tasks to complete.



A section titled "Additional Info: Summer Change In Aid - UGA" with a dropdown arrow on the left and a checkmark on the right. Below the title is a yellow notification bar: "No action is required while the Office of Student Financial Aid is reviewing your file. You may view documents that have been submitted by clicking on the links below." At the bottom right, there is a red "Finish" button with a red arrow pointing to it from the left.

Once you see the "No action is required..." statement you have no further action to take.



A section titled "Additional Info: Summer Change In Aid - UGA" with a dropdown arrow on the left and a checkmark on the right. This section is identical to the previous one, showing the yellow notification bar and the "Finish" button.