

Financial Aid Adjustments Form – A11

This document is meant to make you familiar with the A11 form, to see what you can and can't do.

The document is separated into four sections, like the four sections of the A11:

Section 1: I will not attend/no longer attending WMU and I want to CANCEL my unpaid financial aid.

Section 2: I am attending WMU and would like to reduce* or cancel my Federal student loans or work study to the amounts I have indicated under each semester in the table below.

Section 3: I want to increase my Federal Subsidized or Unsubsidized loans.

Section 4: My parent applied for the Federal PLUS Loan and received a denial notification from the U.S. Department of Education. My parent will not be pursuing an endorser, appeal or reconsideration. I would like to apply for the maximum additional Federal Unsubsidized loan.

Each section will show:

- 1) A typical change a student might request,
- 2) The confirmation screen the student might receive,
- 3) The email received by the student,
- 4) The email received by Financial Aid and/or the Registrar's Office, and
- 5) Errors that might be encountered while filling out that section.

After the last section there are screen prints of error messages that apply to all sections.

Please note: The following rules apply to the A11 form:

- The student can fill out section 1, but cannot fill out any of the other sections.
- The student can fill out section 2, but cannot fill out any of the other sections.
- The student can fill out section 3 and/or section 4, but cannot also fill out section 1 or 2.

Section 1 - I will not attend/no longer attending WMU and I want to CANCEL my unpaid financial aid.

The student checks the box and gives an explanation.

The screenshot shows the Western Michigan University website header with the logo and navigation tabs: Personal Information, Student Services, Financial Aid (selected), Faculty Services, Web Tailor, and Change Requests. The page title is "WMU Student Financial Aid Adjustments". There are links for SITE MAP, HELP, and EXIT. The form fields include: NAME: (empty), WMU ID: (empty), AID YEAR: (empty), Phone Number (optional): 555-222-4444, a checked checkbox for "I will not attend/no longer attending WMU and I want to CANCEL my unpaid financial aid.", and an explanation field containing "I will no longer be attending WMU. Thanks for the memories."

Section 1: Here is the confirmation screen that is presented to the student after they click on the SUBMIT button:

Thank you for your submission. You will receive a confirmation email regarding this adjustment. A revised award notice will be emailed to you if the changes indicated below affect your award amounts. Please check GoWMU and your email for notification of changes.

WIN:
Last Name :
First Name:
Email:
Submitted Date: 19-MAY-

Phone Number: 555-222-4444

Aid Year:

1. I will not attend/no longer attending WMU and I want to CANCEL my unpaid financial aid.

Explanation: I will no longer be attending WMU. Thanks for the memories.

[Return to the Financial Aid menu](#)

Section 1: Here is the email the student receives after clicking on the SUBMIT button:

Dear

We have received your Student Financial Aid Adjustment Form. You can check the status of your financial aid any time using GoWMU. Watch your WMU email for updates.

Please save this email for your records. The information below details the changes you've requested.

You are an important part of our WMU community! It is our goal to ensure you find the resources you need to pay for college. Please contact us if we can be of help. Best wishes for a successful semester!

GO WEST!

WMU Student Financial Aid

1. I will not attend/no longer attending WMU and I want to CANCEL my unpaid financial aid.

Explanation: I will no longer be attending WMU. Thanks for the memories.

Section 1: Here is the email Financial Aid and the Registrar's Office receive after the student clicks on the SUBMIT button:

Student Financial Aid Adjustment Form - A11

WIN:

Last Name

First Name: .

Email:

Submitted Date: 19-MAY-

Phone Number: 555-222-4444

Aid Year: :

1. I will not attend/no longer attending WMU and I want to CANCEL my unpaid financial aid.

Explanation: I will no longer be attending WMU. Thanks for the memories.

*** This was sent from the online adjustment form ***

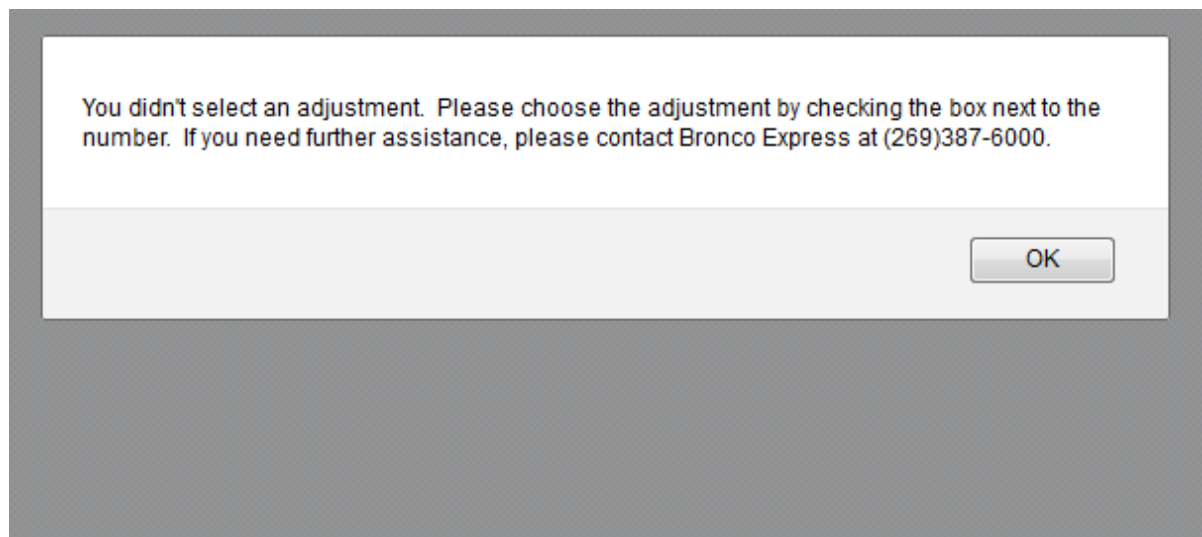
Section 1: Error message:

If the student forgets to click the box for option 1, as in the following picture:



The screenshot shows the top navigation bar of the Western Michigan University website with the logo and text 'WESTERN MICHIGAN UNIVERSITY'. Below the navigation bar are tabs for 'Personal Information', 'Student Services', 'Financial Aid', 'Faculty Services', 'Web Tailor', and 'Change Requests'. The 'Financial Aid' tab is selected. On the right side, there are links for 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'WMU Student Financial Aid Adjustments'. Below this is a form with three columns: 'NAME:', 'WMU ID:', and 'AID YEAR:'. There is a text input field for 'Phone Number (optional):' with the value '555-222-4444'. Below that is a list item '1. I will not attend/no longer attending WMU and I want to CANCEL my unpaid financial aid.' followed by an 'Explain (if necessary):' section with a text input field containing the text 'This is the explanation of why I chose option 1.'

They will receive the following error message:



Section 2 – I am attending WMU and would like to reduce* or cancel my Federal student loans or work study to the amounts I have indicated under each semester in the table below.

The student checks the box, makes some reductions to their loans and/or work study and gives an explanation.



WMU Student Financial Aid Adjustments

NAME: _____ **WMU ID:** _____ **AID YEAR:** _____

Phone Number (optional):

1. I will not attend/no longer attending WMU and I want to CANCEL my unpaid financial aid.

Explain (if necessary):

2. I am attending WMU and would like to reduce* or cancel my Federal student loans or work study to the amounts I have indicated under each semester in the table below.

TERM	FUND	OFFER AMOUNT	NEW AMOUNT
Fall	CWS Federal Work Study	1000	<input type="text" value="500"/>
Fall	Federal Subsidized Loan	1750	<input type="text" value="1400"/>
Fall	Federal Unsubsidized Loan	1000	<input type="text" value="0"/>
Spring	CWS Federal Work Study	1000	<input type="text"/>
Spring	Federal Subsidized Loan	1750	<input type="text"/>
Spring	Federal Unsubsidized Loan	1000	<input type="text" value="700"/>

Explain (if necessary):

* Please Note: You can cancel or reduce federal loans that have not disbursed to your WMU account. You may also reduce or cancel your federal student loans after they have disbursed. However, your online request must be completed within 30 days of the date of disbursement. Reducing or canceling a disbursed loan may result in a balance due on your WMU account.

Section 2: Here is the confirmation screen that is presented to the student after they click on the SUBMIT button:

Thank you for your submission. You will receive a confirmation email regarding this adjustment. A revised award notice will be emailed to you if the changes indicated below affect your award amounts. Please check GoWMU and your email for notification of changes.

WIN:

Last Name :

First Name:

Email:

Submitted Date: 19-MAY-

Phone Number: 555-222-4444

Aid Year: :

2. I am attending WMU and would like to reduce or cancel my Federal student loans or work study to the amounts I have indicated below.

- Term: Fall Fund: CWS Federal Work Study Offer Amount: 1000 Requested Amount: 500
- Term: Fall Fund: Federal Subsidized Loan Offer Amount: 1750 Requested Amount: 1400
- Term: Fall Fund: Federal Unsubsidized Loan Offer Amount: 1000 Requested Amount: 0
- Term: Spring Fund: Federal Unsubsidized Loan Offer Amount: 1000 Requested Amount: 700

Explanation: Please reduce the loans and work study as described above.

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Section 2: Here is the email the student receives after clicking on the SUBMIT button:

Dear ,

We have received your Student Financial Aid Adjustment Form. You can check the status of your financial aid any time using GoWMU. Watch your WMU email for updates.

Please save this email for your records. The information below details the changes you've requested.

You are an important part of our WMU community! It is our goal to ensure you find the resources you need to pay for college. Please contact us if we can be of help. Best wishes for a successful semester!

GO WEST!

WMU Student Financial Aid

2. I am attending WMU and would like to reduce or cancel my Federal student loans or work study to the amounts I have indicated below.

- Term: Fall : Fund: CWS Federal Work Study Offer Amount: 1000 Requested Amount: 500
- Term: Fall : Fund: Federal Subsidized Loan Offer Amount: 1750 Requested Amount: 1400
- Term: Fall Fund: Federal Unsubsidized Loan Offer Amount: 1000 Requested Amount: 0
- Term: Spring Fund: Federal Unsubsidized Loan Offer Amount: 1000 Requested Amount: 700

Explanation: Please reduce the loans and work study as described above.

Section 2: Here is the email Financial Aid receives after the student clicks on the SUBMIT button:

Student Financial Aid Adjustment Form - A11

WIN:

Last Name

First Name:

Email:

Submitted Date: 19-MAY-11

Phone Number: 555-222-4444

Aid Year: 11

2. I am attending WMU and would like to reduce or cancel my Federal student loans or work study to the amounts I have indicated below.

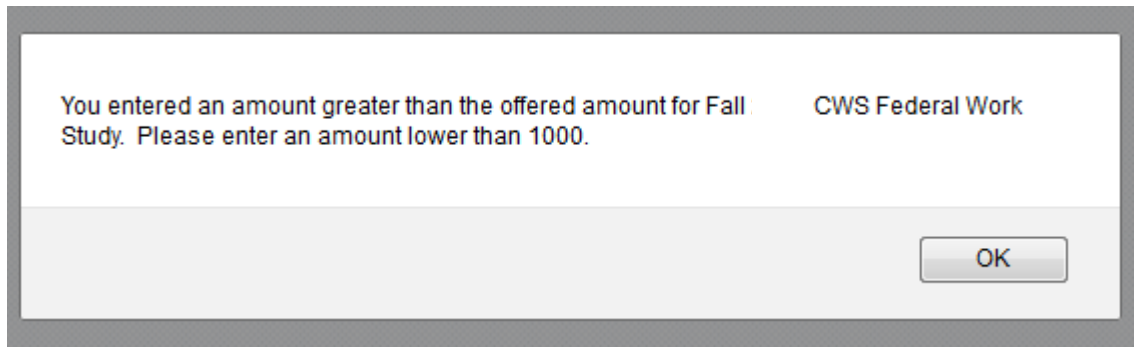
- Term: Fall 11 Fund: CWS Federal Work Study Offer Amount: 1000 Requested Amount: 500
- Term: Fall 11 Fund: Federal Subsidized Loan Offer Amount: 1750 Requested Amount: 1400
- Term: Fall 11 Fund: Federal Unsubsidized Loan Offer Amount: 1000 Requested Amount: 0
- Term: Spring 11 Fund: Federal Unsubsidized Loan Offer Amount: 1000 Requested Amount: 700

Explanation: Please reduce the loans and work study as described above.

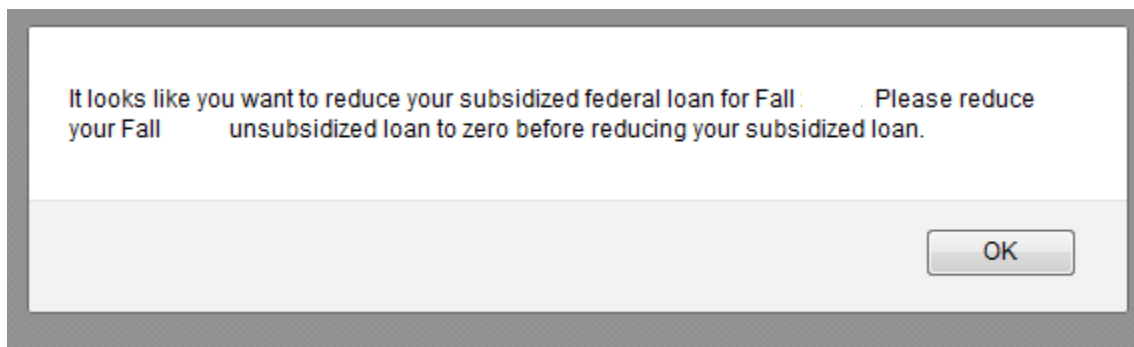
*** This was sent from the online adjustment form ***

Section 2: Error messages:

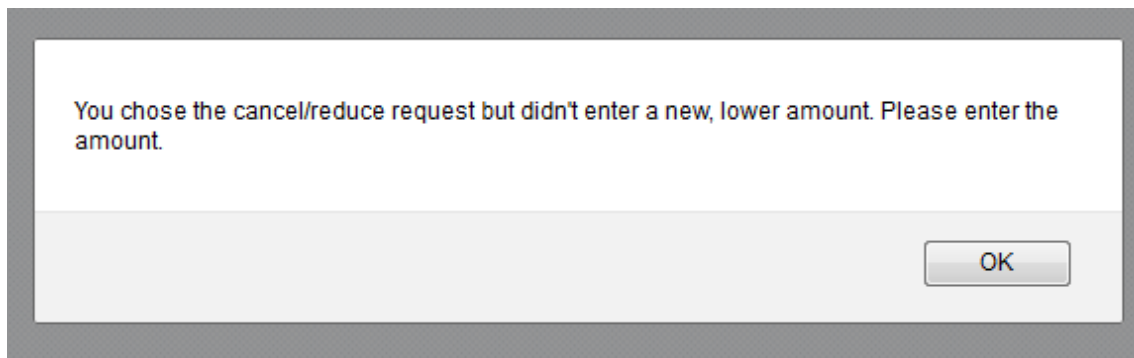
If the student enters a requested amount for more than their offered amount:



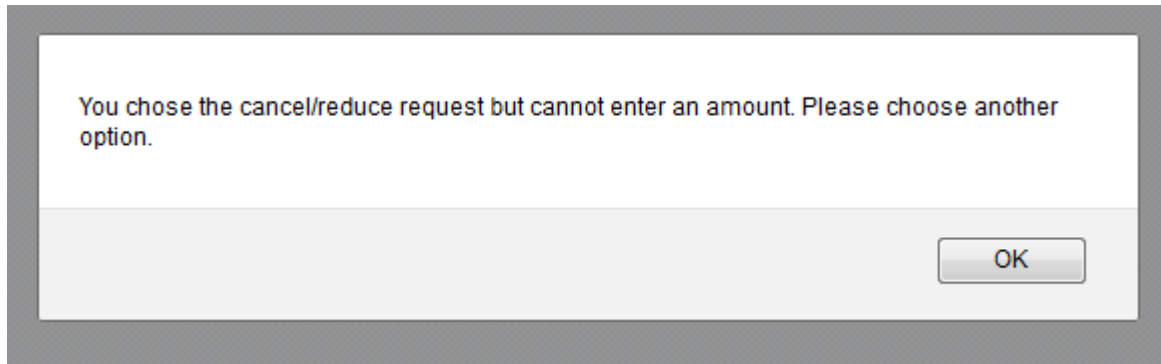
If the student tries to reduce their Federal Subsidized loan before reducing their Federal Unsubsidized loan to zero:



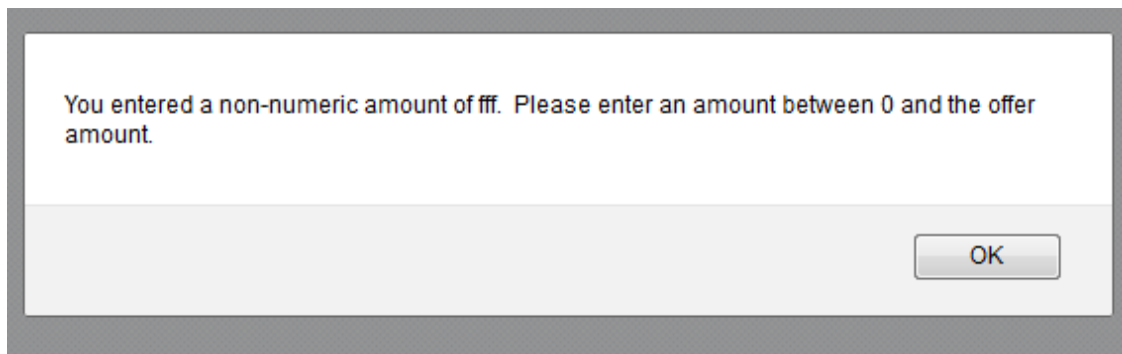
If the student checks the box for section 2 but forgets to enter a reduced amount:



When the student checks the box to the second section but has no loans or work study to reduce, usually due to the fact that they are 30 days past disbursement:



If the student accidentally enters a reduced amount that is not numeric:



Section 3 - I want to increase my Federal Subsidized or Unsubsidized loans.

The student checks the box and gives an explanation.

3. I want to increase my Federal Subsidized or Unsubsidized loans.

a) I want my loans increased because my grade level has changed. My grade level is now:

Sophomore (26-55 credits) Junior or above (56+ credits) Graduate Level (Master's/Doctoral)

b) Please reallocate my financial aid from one term to another.

Reallocate this amount \$ from this semester: to this semester:

Reallocate all of my financial aid from this semester: to this semester:

c) Please reinstate my Federal loan. I previously reduced or cancelled my loan and now wish to borrow:

An additional \$ for the entire year, or for this semester:

Up to my maximum eligibility for the entire year, or for this semester:

Explain (if necessary):

I am a Sophomore now and would like my loans adjusted to this level change. Thank you.

Section 3: Here is the confirmation screen that is presented to the student after they click on the SUBMIT button:

Thank you for your submission. You will receive a confirmation email regarding this adjustment. A revised award notice will be emailed to you if the changes indicated below affect your award amounts. Please check GoWMU and your email for notification of changes.

WIN:

Last Name

First Name:

Email:

Submitted Date: 19-MAY-

Phone Number:

Aid Year: :

Yes - I want to increase my Federal Subsidized or Unsubsidized loans.

3. I want to INCREASE my Federal Subsidized or Unsubsidized loans.

a) I want my loans increased because my grade level has changed.

Yes - My grade level is now: Sophomore.

No - My grade level is now: Junior.

No - My grade level is now: Graduate.

b) Please reallocate my financial aid from one semester to another.

c) Please reinstate my Federal loan. I previously reduced or cancelled my loan and now wish to borrow:

No - Additional amount for the entire year or a semester.

No - Up to my maximum eligibility for the entire year or a semester.

Explanation: I am a Sophomore now and would like my loans adjusted to this level change. Thank you.

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Section 3: Here is the email the student receives after clicking on the SUBMIT button:

Dear

We have received your Student Financial Aid Adjustment Form. You can check the status of your financial aid any time using GoWMU. Watch your WMU email for updates.

Please save this email for your records. The information below details the changes you've requested.

You are an important part of our WMU community! It is our goal to ensure you find the resources you need to pay for college. Please contact us if we can be of help. Best wishes for a successful semester!

GO WEST!

WMU Student Financial Aid

Yes - I want to increase my Federal Subsidized or Unsubsidized loans.

3. I want to INCREASE my Federal Subsidized or Unsubsidized loans.

a) I want my loans increased because my grade level has changed.

Yes - My grade level is now: Sophomore.

No - My grade level is now: Junior.

No - My grade level is now: Graduate.

b) Please reallocate my financial aid from one semester to another.

c) Please reinstate my Federal loan. I previously reduced or cancelled my loan and now wish to borrow:

No - Additional amount for the entire year or a semester.

No - Up to my maximum eligibility for the entire year or a semester.

Explanation: I am a Sophomore now and would like my loans adjusted to this level change. Thank you.

Section 3: Here is the email Financial Aid receives after the student clicks on the SUBMIT button:

Student Financial Aid Adjustment Form - A11

WIN:

Last Name

First Name:

Email:

Submitted Date: 19-MAY-

Phone Number:

Aid Year:

Yes - I want to increase my Federal Subsidized or Unsubsidized loans.

3. I want to INCREASE my Federal Subsidized or Unsubsidized loans.

a) I want my loans increased because my grade level has changed.

Yes - My grade level is now: Sophomore.

No - My grade level is now: Junior.

No - My grade level is now: Graduate.

b) Please reallocate my financial aid from one semester to another.

c) Please reinstate my Federal loan. I previously reduced or cancelled my loan and now wish to borrow:

No - Additional amount for the entire year or a semester.

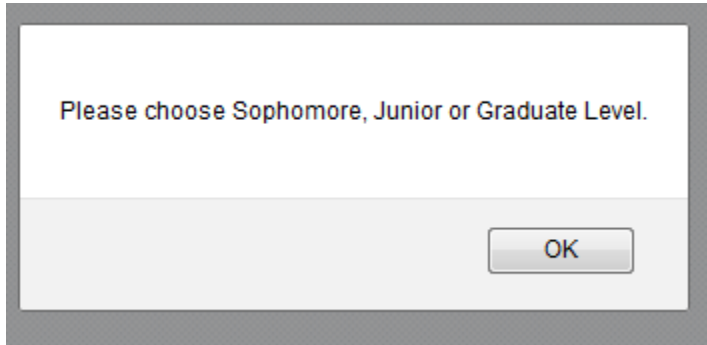
No - Up to my maximum eligibility for the entire year or a semester.

Explanation: I am a Sophomore now and would like my loans adjusted to this level change. Thank you.

*** This was sent from the online adjustment form ***

Section 3: Error messages:

If the student chooses both Sophomore and Junior or any other two levels instead of one.



If the student tries to reallocate a certain amount AND all of their financial aid (they can only do one or the other), as in the following example:

3. I want to increase my Federal Subsidized or Unsubsidized loans.

a) I want my loans increased because my grade level has changed. My grade level is now:

- Sophomore (26-55 credits) Junior or above (56+ credits) Graduate Level (Master's/Doctoral)

b) Please reallocate my financial aid from one term to another.

- Reallocate this amount \$ from this semester: to this semester:
- Reallocate all of my financial aid from this semester: to this semester:

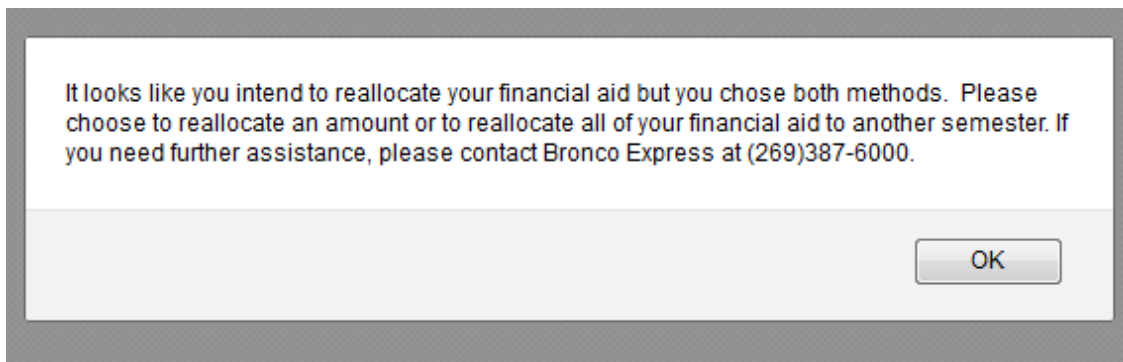
c) Please reinstate my Federal loan. I previously reduced or cancelled my loan and now wish to borrow:

- An additional \$ for the entire year, or for this semester:
- Up to my maximum eligibility for the entire year, or for this semester:

Explain (if necessary):

Please reallocate 4444 from Spring to Fall AND reallocate all of my Fall semester to my Spring Semester.

They will get the following error message:



Section 4 - My parent applied for the Federal PLUS Loan and received a denial notification from the U.S. Department of Education. My parent will not be pursuing an endorser, appeal or reconsideration. I would like to apply for the maximum additional Federal Unsubsidized loan.

The student checks the box.

4. My parent applied for the Federal PLUS Loan and received a denial notification from the U.S. Department of Education. My parent will not be pursuing an endorser, appeal or reconsideration. I would like to apply for the maximum additional Federal Unsubsidized loan.

STUDENT CERTIFICATION STATEMENT: By clicking the Submit button below, I certify that all the information reported here is complete and correct. I further understand that purposely giving false or misleading information regarding eligibility for Federal or State aid may result in fines, jail terms or both. I certify I will provide any additional documentation required.

Watch your WMU email and GoWMU for award updates.

Submit

[Return to the Financial Aid menu](#)

Section 4: Here is the confirmation screen that is presented to the student after they click on the SUBMIT button:

Thank you for your submission. You will receive a confirmation email regarding this adjustment. A revised award notice will be emailed to you if the changes indicated below affect your award amounts. Please check GoWMU and your email for notification of changes.

WIN:

Last Name

First Name:

Email:

Submitted Date: 19-MAY-

Phone Number:

Aid Year: :

4. My parent applied for the Federal PLUS Loan and received a denial notification from the U.S. Department of Education. My parent will not be pursuing an endorser or appeal option.

Yes - I would like to apply for the maximum additional Federal unsubsidized loan.

[Return to the Financial Aid menu](#)

Section 4: Here is the email the student receives after clicking on the SUBMIT button:

Dear

We have received your Student Financial Aid Adjustment Form. You can check the status of your financial aid any time using GoWMU. Watch your WMU email for updates.

Please save this email for your records. The information below details the changes you've requested.

You are an important part of our WMU community! It is our goal to ensure you find the resources you need to pay for college. Please contact us if we can be of help. Best wishes for a successful semester!

GO WEST!

WMU Student Financial Aid

4. My parent applied for the Federal PLUS Loan and received a denial notification from the U.S. Department of Education. My parent will not be pursuing an endorser or appeal option.
Yes - I would like to apply for the maximum additional Federal unsubsidized loan.

Section 4: Here is the email Financial Aid receives after the student clicks on the SUBMIT button:

Student Financial Aid Adjustment Form - A11

WIN:

Last Name

First Name:

Email:

Submitted Date: 19-MAY-

Phone Number:

Aid Year:

4. My parent applied for the Federal PLUS Loan and received a denial notification from the U.S. Department of Education. My parent will not be pursuing an endorser or appeal option.
Yes - I would like to apply for the maximum additional Federal unsubsidized loan.

*** This was sent from the online adjustment form ***

Section 4: Error messages: None!

All Sections: Generic error messages:

If the student forgets to check any boxes in front of any one of the four sections of the form:

