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.

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.
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:

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.

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**WMU Student Financial Aid Adjustments**

**NAME:**

**WMU ID:**

**AID YEAR:**

Phone Number (optional): 555-222-4444

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.

<table>
<thead>
<tr>
<th>TERM</th>
<th>FUND</th>
<th>OFFER AMOUNT</th>
<th>NEW AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>CWS Federal Work Study</td>
<td>1000</td>
<td>500</td>
</tr>
<tr>
<td>Fall</td>
<td>Federal Subsidized Loan</td>
<td>1750</td>
<td>1400</td>
</tr>
<tr>
<td>Fall</td>
<td>Federal Unsubsidized Loan</td>
<td>1000</td>
<td>0</td>
</tr>
<tr>
<td>Spring</td>
<td>CWS Federal Work Study</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>Federal Subsidized Loan</td>
<td>1750</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>Federal Unsubsidized Loan</td>
<td>1000</td>
<td>700</td>
</tr>
</tbody>
</table>

Explain (if necessary):

Please reduce the loans and work study as described above.

* 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.

Return to the Financial Aid menu

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__

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.

*** 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:

You entered an amount greater than the offered amount for Fall Study. Please enter an amount lower than 1000.

OK

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

It looks like you want to reduce your subsidized federal loan for Fall. Please reduce your Fall unsubsidized loan to zero before reducing your subsidized loan.

OK

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

You chose the cancel/reduce request but didn’t enter a new, lower amount. Please enter the amount.

OK
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:

You chose the cancel/reduce request but cannot enter an amount. Please choose another option.

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

You entered a non-numeric amount of fff. Please enter an amount between 0 and the offer amount.
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.
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. Visit 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.

Please choose Sophomore, Junior or Graduate Level.

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 loan 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 $4444 from this semester: Spring to this semester: Fall
      □ Reallocate all of my financial aid from this semester: Fall to this semester: Spring
   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:

It looks like you intend to reallocate your financial aid but you chose both methods. Please choose to reallocate an amount or to reallocate all of your financial aid to another semester. If you need further assistance, please contact Bronco Express at (269)387-6000.
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.

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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:

You didn't select an adjustment. Please choose the adjustment by checking the box next to the number. If you need further assistance, please contact Bronco Express at (269)387-6000.