

Financial Aid Reinstatement, Reduction or Cancellation Request

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Office of Student Financial Services
P. O. Box 20036 • Houston, TX 77225
(713) 500-3860 phone • (713) 500-3863 fax
<https://www.uth.edu/sfs/>

Students may complete and submit this form to request a reinstatement, reduction or cancellation of grant, federal Direct, state, institutional or alternative loan funds previously declined or cancelled for the current award year. Reinstatement requests are contingent upon student's meeting eligibility requirements to receive aid and fund availability. This form only applies to the reinstatement, reduction or cancellation of financial aid. To drop or withdraw from classes, you must contact your academic advisor and the Registrar's Office.

Instructions: Complete the Financial Aid Reinstatement, Reduction or Cancellation Request form. Upload to myUTH or submit in person.

STUDENT INFORMATION

Last Name	First Name	Middle Initial	Program	School
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TYPE OF REQUEST

REINSTATEMENT	
Type of Aid	Reason for Request
Grant: _____	
Subsidized Loan	
Unsubsidized Loan	
Parent PLUS Loan ____ Graduate PLUS Loan ____	
Institutional Loan: _____	
Alternative Loan: _____	

- Award offers will be reinstated for the full amount available. When accepting the offer, it is the student's responsibility to enter a lesser amount, if preferred.
- PLUS loan reinstatement is contingent upon applicants or parents of dependent students completing the PLUS loan application at www.Studentaid.gov.
- All aid will be equally disbursed among eligible terms enrolled.

REDUCTION OR CANCELLATION					
Type of Aid	Amount	Term			Reason for Request
Grant: _____		Summer	Fall	Spring	
Subsidized Loan		Summer	Fall	Spring	
Unsubsidized Loan		Summer	Fall	Spring	
Parent PLUS Loan ____ Graduate PLUS Loan ____		Summer	Fall	Spring	
Institutional Loan: _____		Summer	Fall	Spring	
Alternative Loan: _____		Summer	Fall	Spring	

CERTIFICATION AND SIGNATURE

Signing below confirms my acknowledgement and understanding of the following:

- If I receive aid at more than one institution during an award year, I may need to reduce, cancel or return disbursements from other institutions to receive aid at this institution.
- If I request funds to be reduced or cancelled, I am responsible for any balance owed to the University.
- I am responsible for any loan fees and accrued interest.
- If I cancel aid, future disbursements will be cancelled.
- I will only be allowed a maximum of 3 reinstatements per academic year.
- Reinstatement requests must be submitted 30 days prior to the end of the term.
- Processing time of requests is generally 2-3 weeks, but may be increased during peak periods.
- Cancellation and reinstatement of awards may change depending upon my eligibility and availability of funds.

Student Signature (*no electronic signatures accepted*)

Date

Parent Signature (*Parent PLUS loans only*)

Date