



**Financial Aid**

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA 98907-2520  
P: 509.574.6855 • Fax: 509.574.4740 • [finaid@yvcc.edu](mailto:finaid@yvcc.edu) • [www.yvcc.edu](http://www.yvcc.edu)

## Enrollment Revision Form

### Financial Aid Adjustment 2021-2022

Use this form to request an adjustment to your aid, the credit restrictions for your aid to disburse, and the satisfactory progress requirements when your aid has been awarded at full-time status and you will be taking fewer than 12 credits toward an approved program at YVC. Do not submit the form until your enrollment is final and you are registered for all your classes. Note that being placed on a waiting list is not the same as being registered. Please contact our office if you are on the waitlist. The enrollment revision form must be submitted prior to the class attendance and disbursement of aid. After the financial aid office makes the appropriate adjustments, we are restricted from making additional changes and may be unable to restore aid that was canceled or reduced, so it is important to submit this form only after your schedule is FINAL.

**THIS FORM MUST BE FILLED IN WITH INK, NOT A PENCIL**

Student Name (Last, First)	Student ID Number
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**Please adjust my aid:**

Quarter to be adjusted: (Current Quarter **ONLY**)

- Fall Quarter 2021    
 Winter Quarter 2022    
 Spring Quarter 2022    
 Summer Quarter 2022

I am now and intend to continue to be enrolled:

- Full time (12 or more credits)
- Three-quarter time (9-11 credits)
- Half-time (6-8 credits)
- Less than half-time (5 or fewer credits) You must be in at least 3 credits for WA College Grant and 6 or more credits for Stafford Loans
- I am not attending. Please cancel my aid for the quarters indicated.
- I am attending College and Career Readiness.

**DO NOT SUBMIT THIS FORM UNTIL YOUR SCHEDULE IS FINAL**

**I understand that:**

- I am responsible for reading and understanding the enrollment and satisfactory academic progress requirements for financial aid and for checking the status of my aid through the Student Financial Aid Portal on a regular basis.
- I understand that financial aid is approved only for classes applicable to my degree or approved certificate program at YVC; that enrollment in developmental classes (classes numbered under 100) is limited to a maximum of 45 credits; that I can repeat a class I have passed only once, and that Adult Basic Education (ABE) classes and other classes that are not part of an approved program are not considered college-level enrolled credits for financial aid purposes.
- This form must be processed by the Financial Aid Office before I start classes and before any aid is disbursed to properly:
  - Reduce the enrollment requirements for the aid I receive, and
  - Adjust the Satisfactory Progress requirements associated with this quarter’s enrollment.
- My aid will be reduced based on the enrollment requirements for each award.
- If I have loans and enroll for fewer than 6 credits, my loans will be canceled; if I have State grant(s) and enroll for fewer than 3 credits, my grant(s) will be canceled.
- I am responsible for repaying any aid that requires more credits and for any aid for which I am otherwise ineligible.
- Canceling my aid does not necessarily withdraw me from classes; I bear responsibility to withdraw from classes through the Registration Office, and I understand I am obligated to pay tuition for classes that are not dropped by the end of the 100% refund period.
- The Financial Aid Office will make only one adjustment per quarter.
- If aid has disbursed, Financial Aid may not be able to process my request. I am responsible for any required repayment and the satisfactory progress status based on my credits when aid was disbursed.
- If I do not attach a copy of my schedule, my request is incomplete and may not be processed.

***I have attached a copy of my schedule to verify my credit enrollment. Please adjust my aid and credit requirements.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Office Use Only

**SMS:**

Check waitlist & credit level

**Award Tab:**

Funding Prorated: (If loan only no adj. to award amount, insert subcode. Loans must be canceled if less than 6 credits)

Award Subcode: M<12 (5 or less credits) M1/2 (6-8 credits) M3/4 (9-11 credits) Fulltime (12 or more credits)

Not Attending: (Awards placed in 5)

Misc. Code 1: (Staff initials)

**Fin. Aid Tab:**

Enrollment Level Adjusted: M<12 = 5 M1/2 = 2 M3/4 = 3 FT = 1

Budget Months Adjusted: (Not attending a quarter or attending summer)

**Tracking Tab:**

ER tracked in: Comment = Quarter, Credit Level, Staff Initials = Ex. C022 M3/4 OV

PM tracked in: (Only if denied, date in "Due Date" only)

**Comment Tab:**

PM to student (Only if denied)

Reason denied \_\_\_\_\_