

Accepting, Adjusting, and Declining Institutional Loans in the Bruin Financial Aid Portal

Overview

This guide will provide students step-by-step instructions on accepting, adjusting, or declining financial aid, specifically campus-based (Institutional) Loans (e.g., University/Health Profession/Dream Loan).

Sections

- <u>Accept or Decline Aid</u>
- Adjust Aid
- Obtain Help

Accept or Decline Aid

1. From the homepage, select the **FINANCIAL** tab.

BruinFinancialAid		1*
	Required Financial Aid Actions	
	BECOME FINANCIAL AID ELIGIBLE Complete Complete 2024-2025 FAFSA Completed Submit all Required Documentation Pending	
	2 TAKE ACTION ON LOANS There are no pending awards that require review.	
	3 RECEIVE YOUR FUNDS There are no pending actions required to receive your funding	
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2. The FINANCIAL tab will redirect you to the Financial Information screen. Under section 2, How much Financial Aid can I receive? a list of awards will be displayed. Note: University loans will be listed on this screen, but they will not have the Pencil or Update Acceptance link, which allows students to accept or decline loans directly from the page. Instead, students are expected to review the details of the awarded institutional loan (e.g., the amount offered) and then proceed to accept or decline the institutional loan via the Documents tab.

ruinFinancialAid		а номе еросиме	NTS 🗘 NOTIFICATIONS	FINANCIA	L 🖂 MESSAGE	s e
		Financial Info	rmation			
Vour fi	nancial aid si	AUG 2024 - JUN 2025		24 - Jun 13	2 2025	
1. How much does my ed Cost of Attendance	ucation cost? \$85,496.00	2. How much Financial Ai	d can I receive? Award Status	Offered to You	Amount you'll receive	Update/Edit
Luition and Fees	\$43,839.00	Federal Direct Unsubsidized Staf Loan	ford Awarded	\$20,500.00	\$20,500.00	1
Expenses Housing and Meals		University Loan	Awarded	\$4,000.00		
Books Other Expenses Travel Personal Health Insurance Loan Fees				\$24,500.00	\$20,500.0	10
The award information for f	uture Academic Ye dates and a	ar Aug 12, 2024 - Jun 13, 2025 i cceptance criteria may change i	s estimated based on th n future based on updat	e currently ava ed data.	ilable data. The	se amounts,
	Q ADJU	IST MY FUNDING	E LOAN ENTRANCE COUNSELI	NG		
3. When am I scheduled t Fut	o receive my fina are Disbursement	ancial aid?	Rec	eived Disbursen	nents	
Award Name	Scheduled Disbur	rsement Date Amount	Award Name	Disbursemen	t Date	Amount

3. Once the information on the **FINANCIAL** tab is reviewed, navigate to the **Documents** tab to accept or decline the loan.

BruinFinancialAid			> NOTIFICATION	S E FINANCIA	L 🖾 MESSAGE	5	- 201	•
		Financial Informa	ation					
Your fin 1. How much does my edu Cost of Attendance	ancial aid su cation cost? \$85,496.00	Immary for Academic Year 2. How much Financial Aid can I	Aug 12, 20 receive?	24 - Jun 13 Offered to	8, 2025 Amount you'll	Hadaa (Tila		
Tuition and Fees Estimated Living and Other Expenses	\$43,839.00 \$39,400.00	Award Name Federal Direct Unsubsidized Stafford Loan	Awarded	\$20,500.00	\$20,500.00	Job Contraction of the second		
 Housing and Meals Books Other Expenses Travel Personal Health Insurance Loan Fees 		University Loan	Awarded	\$4,000.00	\$20,500.0	00		
The award information for ful	ure Academic Yea dates and ac	ar Aug 12, 2024 - Jun 13, 2025 is estim cceptance criteria may change in future	ated based on ti based on upda	he currently avai ted data.	ilable data. The	se amounts,		
3. When am I scheduled to	© ADJUS receive my fina re Disbursement	ST MY FUNDING	NTRANCE COUNSEL	ING	ents			
Award Name	Scheduled Disburs	sement Date Amount Award	Name	Disbursement	t Date	Amount		

4. The **DOCUMENTS** screen will display all the documents assigned to a student. Locate the **Student Loan Services: Loan Acceptance** document and click the **Upload** icon under the **Submit Document** column.

BruinFinancialAid				◎ Home Pocuments	• • • • • • •
Documents that have	been <u>req</u> i	<u>uested</u> or <u>rec</u>	<u>eived</u> to pro attention. Yo	Documents coess your financial aid are listed in this page. Please review any documents requiring y ou can also <u>upload a non requested document</u> .	our
			Doc	uments Requiring Attention	
т	he followi	ing documen	ts need imn	nediate attention to continue processing your financial aid eligibility. If	
1. Documents Requiring Attention	n	you nuve	any questio	no or contecting, picade contract year initialities and ornec.	
Document Name	Owner	Award Year	Status	Action	Submit Document
Student Loan Services: Loan Acceptance	Student	2024-2025	Requested	You have been offered a campus-based loan as part of your package. Campus-based loans are administered and maintained through the University of California. You must submit your acceptance of this loan offer. After accepting it, you will receive a notification from our loan servicer that your loan documents are available for signing. You are required to sign these documents, complete the entrance counselling and submit all loan documents as part of borrower requirements. Until all actions are completed, the loan(s) will not disburse.	ځ
Appeal: Budget Increase Form	Student	2024-2025	Requested	Please fill out the requested information below to request increases be made to your current academic year Cost of Attendance, i.e. total financial aid budget. Budgets can only be increased by expenses incurred by and for the student. You must file separate forms if you have more than 1 request. The date expense was incurred must be unique for each. Supporting documentation for each expense claimed must be uploaded. Requests must be submitted at least two (2) weeks prior to the end of your enrollment period/term. A new Financial Aid Notification (FAN) statement will be posted when your budget and awards are revised.	土
Appeal: Budget Increase Form	Student	2024-2025	Requested	Please fill out the requested information below to request increases be made to your current academic year Cost of Attendance, i.e. total financial aid budget. Budgets can only be increased by expenses incurred by and for the student. You must file separate forms if you have more than 1 request. The date expense was incurred must be unique for each. Supporting documentation for each expense claimed must be uploaded. Requests must be submitted at least two (2) weeks prior to the end of your enrollment period/term. A new Financial Aid Notification (FAN) statement will be posted when your budget and awards are revised.	

- 5. The Student Loan Services: Loan Acceptance document screen will be displayed. Proceed to select and fill out all the required fields.
 - a. Under the I have reviewed the details of the loan(s) (amount, description) on the Financials tab field, select I agree.

	Upload a	d Documents Requested Document	
You have been offered a campus-based loan as p submit your acceptance of this loan offer. After ac required to sign these documents, complete the e loan(s) will not disburse.	art of your package. Campus- cepting it, you will receive a n ntrance counseling and subm	based loans are administered and m otification from our loan servicer tha it all loan documents as part of borre	aintained through the University of California. You t your loan documents are available for signing. Y wer requirements. Until all actions are completed
Document Name	Owner(s)	Award Year	Status
Student Loan Services: Loan Acceptance	Student	2024-2025	Requested
Lagree			
L lagree Campus-based loan(s) that is being onered requires t counseling. *	ne signing of toan documents, wi	ion withinclude a promissory note and as	sociated documents as well as completion of endance.
Lagree Campo vased roan(s) that is being onered requires counseling. * Select One	are signing or roan documents, w	ich wir notode a promissory note and as	ocuared documents as well as complexion of enhances
Lagree Comparavate in carry that is being onered requires counseling. * Select One Date of Acceptance *	ne signing of roan documents, w	ner mininende e promissory note and as	occiared documents as well as compression of enhances
Lagree Compare varies roan(s) that is being oriented requires t counseling, * Select One Date of Acceptance * MM-DD-YYYY	ne signing of rear documents, w	nor minimude a promissory note and as	occiared documents as well as compression of enhance
Lagree Compare Sector Com(s) that is being onered requires to counseling. * Select One Date of Acceptance * MM-DD-YYYY You certify that all of the information you provided is to prosecution by federal or state authorities. *	true and complete to the best of y	our knowledge. If you purposely give fals	e or misleading information, you may be subject to crimi

- b. Under the Campus-based loan(s) that is being offered requires the signing of the loan documents, which will include a promissory note and associated documents as well as completion of entrance loan counseling field, select one of the following options:
 - i. I have reviewed the details of the loan(s). I accept the campusbased loan(s) offered to me.
 - ii. I decline the campus-based loan(s) offered to me.

	Upload Upload a	d Documents Requested Document	
(ou have been offered a campus-based loan as par submit your acceptance of this loan offer. After acc equired to sign these documents, complete the ent oan(s) will not disburse.	t of your package. Campus- epting it, you will receive a n rance counseling and subm	based loans are administered and maints outfication from our loan servicer that you it all loan documents as part of borrower	ained through the University of California. You must ur loan documents are available for signing. You are r requirements. Until all actions are completed, the
Document Name	Owner(s)	Award Year	Status
Student Loan Services: Loan Acceptance	Student	2024-2025	Requested
Select One Campus-based loan(s) that is being offered requires the courseling *	e signing of loan documents, wh	ich will include a promissory note and associa	ated documents as well as completion of entrance loan
Select One			
Select One	t the campus-based loan(s)	offered to me.	
I have reviewed the details of the loan(s). I accep I decline the campus-based loan(s) offered to me	e.		
I have reviewed the details of the loan(s). I accep I decline the campus-based loan(s) offered to me MIM-DD-YYYY	e.		8
I have reviewed the details of the loan(s). I accep I decline the campus-based loan(s) offered to mu MM-DD-YYYY You certify that all of the information you provided is tru prosecution by federal or state authorities. *	e. Je and complete to the best of ye	хиr knowledge. If you purposely give false or n	misleading information, you may be subject to criminal

c. Under the **Date of Acceptance** field, enter or select a **Date** via the **Calendar** icon.

	Upload a	Documents Requested Document	
You have been offered a campus-based loan as part of y submit your acceptance of this loan offer. After acceptin required to sign these documents, complete the entrance loan(s) will not disburse.	our package. Campus-b g it, you will receive a no e counseling and submi	ased loans are administered and maints trification from our loan servicer that you t all loan documents as part of borrower	ained through the University of California. You must ur loan documents are available for signing. You are requirements. Until all actions are completed, the
Document Name	Owner(s)	Award Year	Status
Student Loan Services: Loan Acceptance	Student	2024-2025	Requested
Enter Document Data I have reviewed the details of the loan(s) (amount, description	i) on the Financials tab *		
Select One Campus-based loan(s) that is being offered requires the signi counseling.*	ng of loan documents, whi	ch will include a promissory note and associa	ted documents as well as completion of entrance loan
Select One			
Date of Acceptance * MM-DD-YYYY			•
 You certify that all of the information you provided is true and prosecution by federal or state authorities. *	complete to the best of yo	ur knowledge. If you purposely give false or n	nisleading information, you may be subject to criminal
Select One			

d. Under the You certify that all the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities field; select I agree.

	Upload	Requested Document	
You have been offered a campus-based loan as part of submit your acceptance of this loan offer. After accep required to sign these documents, complete the entra loan(s) will not disburse.	of your package. Campus oting it, you will receive a r Ince counseling and subm	based loans are administered and maintained otification from our loan servicer that your loa it all loan documents as part of borrower requ	through the University of California. You n documents are available for signing. Y irements. Until all actions are complete
Document Name	Owner(s)	Award Year	Status
Student Loan Services: Loan Acceptance	Student	2024-2025	Requested
Enter Document Data			
I have reviewed the details of the loan(s) (amount, descrip	tion) on the Financials tab *		
Select One			
Campus-based loan(s) that is being offered requires the s counseling. *	igning of loan documents, w	ich will include a promissory note and associated d	ocuments as well as completion of entrance
Select One			
Date of Acceptance *			
MM-DD-YYYY			
You certify that all of the information you provided is true prosecution by federal or state authorities. *	and complete to the best of y	our knowledge. If you purposely give false or mislea	ding information, you may be subject to crim
Select One			

6. If applicable, Enter Additional Comments.

Document Name	Owner(s)	Award Year	Status
Student Loan Services: Loan Acceptance	Student	2024-2025	Requested
Enter Document Data			
I have reviewed the details of the loan(s) (amount, descript	ion) on the Financials tab *		
l agree			
Campus-based loan(s) that is being offered requires the si counseling. *	gning of Ioan documents, whi	ich will include a promissory note and asso	ciated documents as well as completion of entrance loan
I have reviewed the details of the loan(s). I accept th	e campus-based loan(s) of	fered to me.	
Date of Acceptance *			
07-31-2024			8
You certify that all of the information you provided is true a prosecution by federal or state authorities. *	ind complete to the best of yo	our knowledge. If you purposely give false o	or misleading information, you may be subject to criminal
l agree			
	s)		
Enter Additional Comments (Max 255 character	-,		
Enter Additional Comments (Max 255 character	,		li li
Enter Additional Comments (Max 255 character	7		10

7. When you are ready, click **Upload**.

Note: If the Student Loan Services: Loan Acceptance Document is submitted with the loan acceptance, it will initiate the Entrance Counseling process and Promissory Note Signing for ECSI (or Educational Computer Systems, Inc.). Once a completion response is received from ECSI, Bruin Financial Aid will trigger disbursement if the student is 18 or older.

Document Name	Owner(s)	Award Year	Status
Student Loan Services: Loan Acceptance	Student	2024-2025	Requested
Enter Document Data			
I have reviewed the details of the loan(s) (amount, description	n) on the Financials tab *		
l agree			
Campus-based loan(s) that is being offered requires the sign counseling. $*$	ing of loan documents, whic	ch will include a promissory note and associated documents	as well as completion of entrance loan
I have reviewed the details of the loan(s). I accept the c	campus-based loan(s) off	ered to me.	
Date of Acceptance *			
07-31-2024			•
You certify that all of the information you provided is true and prosecution by federal or state authorities. *	l complete to the best of yo	r knowledge. If you purposely give false or misleading infor	mation, you may be subject to criminal
l agree			
Enter Additional Comments (Max 255 characters)			
			1
			CANCEL

8. If you are under 18, a Student Loan Services: Co-Signer Promissory Note will need to be completed. You will be prompted to complete a Promissory Note via the ECSI website. Once complete download the file and upload it here.

inFinancialAid				© Home	-251
Documents that have be	en <u>reques</u>	tted or <u>receiv</u> atte	ed to proces antion. You o	Documents ss your financial aid are listed in this page. Please review any documents requiring an also <u>upload a non requested document</u> .	your
			Docur	nents Requiring Attention	
The	following	documents i you have any	need immed y questions	liate attention to continue processing your financial aid eligibility. If or concerns, please contact your financial aid office.	
1. Documents Requiring Attention					
Document Name	Owner	Award Year	Status	Action	Submit Document
Student Loan Services: Co-Signer Prom Note	Student	2024-2025	Requested	In order to be processed for your loan, you must have a co-signer. Additionally, obtain a paper prom note from Student Loan Services. The prom note must be signed by your co-borrower and must be notarized. The notarized prom note must be both uploaded to this document and submitted in preson to Student Loan Services for further review.	1
Appeal: Budget Increase Form	Student	2024-2025	Requested	Please fill out the requested information below to request increases be made to your current academic year Cost of Attendance, i.e., total financial aid budget. Budgets can only be increased by expenses incurred by and for the student. You must file separate forms if you have more than 1 request. The date expense was incurred must be unique for each. Supporting documentation for each expense value must be uploaded. Requests must be submitted at least two (2) weeks prior to the end of your encilment period/term. A new Financial Jid Notification (FAN) statement will be posted when your budget and awards are revised.	ځ
Appeal: Budget Increase Form	Student	2024-2025	Requested	Please fill out the requested information below to request increases be made to your current academic year Cost of Attendance, i.e., total financial aid budget. Budgets can only be increased by expenses incurred by and for the student. You must file separate forms if you have more than 1 request. The date expense was incurred must be unique for each. Supporting documentation for each expense variant be uploaded. Requests must be submitted at least two (2) weeks prior to the end of your enrollment period/term. A new Financial Aid Notification (FAN) statement will be posted when your budget and awards are revised.	

9. Under the **File** section, click **Choose a File** (acceptable formats are PDF, JPEG, GIF, or PNG; the maximum upload file size is 50MB).

Upload Documents Upload a Requested Document					
n order to be processed for your loan, you co-borrower and must be notarized. The n Document Name	i must have a co-signer. Additionally iotarized prom note must be both up Owner(s) Award Year	obtain a paper prom note from loaded to this document and su Status File	Student Loan Services. The prom note must be signed by your bmitted in person to Student Loan Services for further review.		
Student Loan Services: Co-Signer Prom Note	Student 2024-2025	Requested	CHOOSE A FILE PDF, JPEG, GIF and PNG files with max size of 50MB.		
Enter Document Data Submission Date * MM-DD-YYYY You certify that all of the information you pro complete to the best of your knowledge. If yi give failse or misleading information, you may invite failse or misleading information, you may Select One	wided is true and us purposely by be subject to orities. *				
For Office Use Only: Select the appropriate Fi Id 1 Select One	und Code / Loan				
For Office Use Only: Loan Amount 1					
For Office Use Only: Select the appropriate F	und Code / Loan				

- 10. Proceed to select and fill out the two required fields.
 - a. Under the **Submission Date** field, enter or select a date via the **Calendar** icon.

Upload Documents Upload a Requested Document					
n order to be processed for your loan, yo co-borrower and must be notarized. The	ou must have notarized pre	a co-signer. Additio om note must be bo	mally, obtain a paper p th uploaded to this do	rom note f cument an	rom Student Loan Services. The prom note must b Id submitted in person to Student Loan Services fo
Document Name	Owner(s)	Award Year	!	Status	File
Student Loan Services: Co-Signer Prom Note	Student	2024-2025		Requested	19 CHOOSE A FILE
					Only PDF, JPEG, GIF and PNG files with max size of 50MB.
MM-DD-YYYY You certify that all of the information you pr complete to the best of your knowledge. If y give failse or misleading information, you m criminal prosecution by federal or state auth Select One	rovided is true you purposely ay be subject horities. *	and			
For Office Use Only: Select the appropriate I Id 1 Select One	Fund Code / L	oan			
For Office Use Only: Loan Amount 1					
For Office Use Only: Select the appropriate	Fund Code / L	oan			

b. Under the You certify that all the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities field; select I agree.

Upload Documents Upload a Requested Document					
In order to be processed for your loan, you co-borrower and must be notarized. The r	u must have a co-signer. Adı notarized prom note must b	ditionally, obtain a paper prom note 1 e both uploaded to this document ar	rom Student Loan Services. The prom note must be signed by d submitted in person to Student Loan Services for further revi		
Document Name	Owner(s) Award Year	Status	File		
Student Loan Services: Co-Signer Prom Note	Student 2024-2025	Requested	CHOOSE A FILE		
			Only PDF, JPEG, GIF and PNG files with max size of 50MB.		
Enter Document Data					
Submission Date *					
MM-DD-YYYY					
You certify that all of the information you pro complete to the best of your knowledge. If y give false or misleading information, you ma criminal prosecution by federal or state auth	ovided is true and ou purposely by be subject to orities. *				
Select One					
Select One					
lagree					
ld 1					
Select One					
For Office Use Only: Loan Amount 1					

11. Leave the For Office Use Only fields blank; a counselor must select or correct this entry during the Review Document for Approval process.

	Enter Document Data
	Submission Date *
	MM-DD-YYYY C
	You certify that all of the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities. *
	Select One
ſ	For Office Use Only: Select the appropriate Fund Code / Loan Id 1
	Select One
	For Office Use Only: Loan Amount 1
	For Office Use Only: Select the appropriate Fund Code / Loan Id 2
	Select One
	For Office Use Only: Loan Amount 2
	For Office Use Only: Prom Note Review Completed
	MM-DD-YYYY D

12. If applicable, Enter Additional Comments.



13. When you are ready, click **Upload**. The submission of the document will trigger a Review Document for Approval task. Staff will review and complete that task; upon completion, disbursement of the Institutional Loan will trigger.



Adjust Aid

- 1. When adjusting aid:
 - a. Click the **Documents** tab.
 - b. Click Upload a Non-Requested Document.
- 2. From the Upload Documents screen:
 - a. In the **Document Name** field, select **Student Loan Services: Loan Adjustment**.
 - b. Select an owner from the **Owner(s)** field.
 - c. Enter a year in the Award Year field.

BruinFinancialAid		S C FINANCIAL MESSAGES	▲]•
	Upload Documents Upload a Non Requested Document		
Document Name	Owner(s)	Award Year	
Student Loan Services: Loan Adjus	Parent Parent Spouse Student Student Spouse	Award Year?	
Enter Additional Comments (Max 255 characters)		, A	
ADD AN ADDITIONAL DOCUMENT		CANCEL UPLOAD	

- 3. Under the **I am requesting for** field, select one of the following:
 - a. An increase in loan amount
 - b. Reduction of my loans (I understand I will be billed for funds already disbursed)
 - c. Cancellation of my future loan disbursements
 - d. Cancellation of my entire loan (I understand I will be billed for funds already disbursed)

Upload Documents Upload a Requested Document				
Document Name	Us-based/ University-based Owner(s)	Award Year	Status	
Student Loan Services: Loan Adjustment Request	Student	2024-2025	Requested	
Enter Document Data				
I am requesting for: *				
Select One				
Select One An increase in loan amount Reduction of my loan (I understand I will be billed for fund Cancellation of my future loan disbursements Cancellation of my entire loan (I understand I will be billed	s already disbursed) I for funds already disburse	d)		
Fall: Specify the adjustment amount for this term. *				
Winter: Specify the adjustment amount for this term. *				
Spring: Specify the adjustment amount for this term. *				
Adjustment Request Date (this date MUST BE UNIOUE for each re	quest or your prior request wi	II be overridden) *		
MM-DD-YYYY	,	·····	8	

4. Proceed to specify the loan adjustment per term under the **Summer, Fall**, **Winter, and Spring: Specify the adjustment amount for each enrolled term** fields.

In this example, the student is requesting an additional \$3,000 loan to be distributed evenly across the Fall, Winter, and Spring terms.

Upload Documents Upload a Requested Document			
Please complete the form to request a change to your cam	pus-based/university-base	d Ioan awards.	
Document Name	Owner(s)	Award Year	Status
Student Loan Services: Loan Adjustment Request	Student	2024-2025	Requested
Enter Document Data			
I am requesting for: *			
An increase in loan amount			
Fall: Specify the adjustment amount for this term. *			
\$ 1,000.00			
Winter: Specify the adjustment amount for this term. *			
\$ 1,000.00			
Spring: Specify the adjustment amount for this term. *			
\$ 1,000.00			
Adjustment Request Date (this date MUST BE UNIQUE for each	request or your prior request w	rill be overridden) *	

5. Under the **Adjustment Request Date** field, enter or select a date via the **Calendar** icon.

1	Vinter: Specify the adjustment amount for this term. *
	spring: Specify the adjustment amount for this term. *
1	idjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *
	MM-DD-YYYY
L	
1	und Code (Office Use Only) - Counselor must select the loan to be adjusted.
	Select One
	You certify that all of the information you provided is true and complete to the best of your knowledge. If you purposely give faise or misleading information, you may be subject to criminal prosecution by federal or state authorities *
	noseculum by reveals or state submittes.
	Select One
I	inter Additional Comments (Max 255 characters)
	ĥ.
	15
	CANCEL
	CANCEL
	CANCEL UPLOAD

6. The **Fund Code** field is for office use only. During the document review and approval process, the counselor will ensure the correct loan is selected or adjusted as needed.

Winter: Specify the adjustment amount for this term. *	
Spring: Specify the adjustment amount for this term. *	
Adjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *	
MM-DD-YYYY C	
Fund Code (Office Use Only) - Counselor must select the loan to be adjusted.	
Select One	
Too certify that all of the information you provideo is true and complete to the best of your knowledge. If you purposely give raise of misleading information, you may be subject to criminal prosecution by federal or state authorities. *	
Select One	
Enter Additional Comments (Max 255 characters)	
CANCEL	
	u

7. Under the You certify that all the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities field; select I agree.

Winter: Specify the adjustment amount for this term. *	
Spring: Specify the adjustment amount for this term. *	
Adjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *	
	•
Fund Code (Office Use Only) - Counselor must select the loan to be adjusted.	
Select One	
You certify that all of the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to crip prosecution by federal or state authorities.*	minal
Select One	
Select One	
Tagree	_
Enter Additional Comments (Max 255 characters)	
	//
CANCEL	UPLOAD

8. If applicable, Enter Additional Comments.

Spring: Specify the adjustment amount f	for this term. *
Adjustment Request Date (this date MUS	JST BE UNIQUE for each request or your prior request will be overridden) *
MM-DD-YYYY	8
Fund Code (Office Use Only) - Counselor	or must select the loan to be adjusted.
Select One	
Select One	
Select One	
Select One Enter Additional Comments (Max	x 255 characters)
Select One Enter Additional Comments (Max	x 255 characters)
Select One Enter Additional Comments (Max	x 255 characters)
Select One Enter Additional Comments (Max	x 255 characters)
Select One Enter Additional Comments (Max	x 255 characters)

9. When you are ready, click **Upload**. The submission of the document will trigger a Review Document for Approval task. Staff will review and complete that task, and the award will be adjusted on the **Packaging** screen of the Bruin Financial Aid System and the student's **Financial** tab of the Bruin Financial Aid Portal.

6		
	Adjustment Request Date (this date MUST BE UNIQUE for each request or your prior request will be overridden) *	
	07-31-2024	
	Fund Code (Office Use Only) - Counselor must select the loan to be adjusted.	
	Select One	
	You certify that all of the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities. *	
	lagree	
	Enter Additional Comments (Max 255 characters)	
	CANCEL UPLOAD	
		J

Obtain Help

To obtain help please contact your <u>financial aid office</u> for assistance.