

## Loan Change Request Form

The Loan Change Request Form illustrated below can now be accessed through your UWG OneLogin account.

|  | FALL 2019               |  | SPRING 2020             |   | ACADEMIC YEAR                        |
|--|-------------------------|--|-------------------------|---|--------------------------------------|
| Loan Type  | Current Accepted Amount | <input type="checkbox"/> Increase by:<br><input type="checkbox"/> Decrease by: | Current Accepted Amount | <input checked="" type="checkbox"/> Increase by:<br><input type="checkbox"/> Decrease by: | Desired Total Amount (Fall + Spring) |
| Standardized   | \$500                   | \$0  | \$500                   | \$500   | \$1,500                              |
| Please visit the Enrollment Services Center for assistance completing the form, if needed. |                         |  |                         |   |                                      |
|  | FALL 2019               |  | SPRING 2020             |   | ACADEMIC YEAR                        |
| Loan Type  | Current Accepted Amount | <input type="checkbox"/> Increase by:<br><input type="checkbox"/> Decrease by: | Current Accepted Amount | <input type="checkbox"/> Increase by:<br><input type="checkbox"/> Decrease by:            | Desired Total Amount (Fall + Spring) |
| Standardized   | \$                      | \$   | \$                      | \$  | \$                                   |

**Please follow the instructions below to access the Loan Change Request Form.** This is the **only method** in which this document can be accessed and submitted.

- Log into OneLogin from the “myUWG” link on the main UWG website
  1. Log into <https://westga.onelogin.com/portal/>
  2. Search for “Financial Aid Verification” in the search box and click the ‘Financial Aid Verification’ app.
  3. Sign-in with your full “@my.westga.edu” email address and OneLogin password
  4. If prompted to confirm your information, please enter it **exactly** as it appears on your FAFSA.
  5. Select “Request” button
  6. Choose “**Loan Change Request**”
  7. Print, complete, and upload the completed loan change request to the same portal. This is the **only** method in which this document can be accessed and submitted.

