

GEORGETOWN LAW FINANCIAL AID OFFICE

Loan Increase Authorization Form

Complete and submit this form if you wish to increase your borrowing. Please allow approximately two weeks review time (more at the beginning of a semester) after submitting your request before you should expect to see the additional loan funds in your student account.

Student Name: _____ GoCard ID number: _____

Telephone Number: _____ Email: _____

A. Federal Graduate PLUS Loan

If you do NOT have a co-signor/endorser, proceed to Steps 1-3 below. If you DO have a co-signor/endorser, you must FIRST reapply and be approved for a new loan before proceeding.

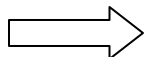
B. Private/commercial loan (Lender: _____)

You must FIRST reapply with your lender and be approved for a new loan before proceeding to Steps 1-3 below.

1. I authorize the Financial Aid Office to increase my loan so that I receive (to the extent possible):
 an additional net amount (after loan fees) of \$ _____.
 my maximum annual loan eligibility.
2. I am cancelling or reducing my *unused* Federal Work-Study ("FWS") for this loan increase. **If reducing, please enter amount of reduction \$ _____. IF YOU ARE CANCELLING OR REDUCING FWS, COMPLETE THE REVERSE, INCLUDING OBTAINING PAYROLL INFO.**
3. I request that the additional loan funds be disbursed (to the extent possible):
 all at once **equally over the Fall and Spring semesters.**

I understand that, if approved, the final amount certified will be as close as is reasonably practicable to the account requested, but may vary for rounding or other reasons, and will either be added to my initial loan or be certified as a new loan at the discretion of the Financial Aid Office. **I also understand that this request may involve an additional credit inquiry and authorize Georgetown University to initiate such request.** I further certify that I have received the required Plain Language Disclosure notice relevant to my federal student loan (if applicable) and understand I also may access such Disclosure online at: <http://www.law.georgetown.edu/finaid/forms/disclosures.html>.

Student Signature: _____ **Date:** _____



GULC FAO Use Only

Lender _____ **New cert?** **Original Amount** \$ _____

Adjust Date: _____ **Adjusted By:** _____ **Additional Amount** \$ _____

Fall: \$ _____ **Spring:** \$ _____ **New Amount** \$ _____

FWS Payroll Certification Form

Complete the following if your requested loan increase is due in whole or in part to a cancellation or reduction in your FWS award. You must obtain complete payroll information, including the required signature, before you submit this Loan Increase Authorization Form to the Financial Aid Office.

Student Name: _____ GoCard ID number: _____

Telephone Number: _____ Email: _____

TO BE COMPLETED BY THE PAYROLL OFFICE (McDonough 583):

Student's total FWS payments to date during academic year (August-May): \$_____

Date of Student's last FWS payment: _____

Payroll Signature: _____ **Date:** _____
Melvinia Towns, Payroll Manager

TO BE COMPLETED BY YOU:

1. I certify, as to work performed prior to today's date, that

I have not worked since the date of my last FWS payment specified above and will not be submitting for payment any additional time for hours previously worked.

I have worked an additional _____ hours since the date of my last FWS payment specified above and will be submitting for payment only this time and no additional time for hours previously worked.

2. I further certify, as to work to be performed on or after today's date, that

I will not work under the FWS system for the remainder of this academic year.

I plan to work under the FWS system an additional _____ hours for the remainder of this academic year and will not exceed my remaining FWS award amount.

Student Signature: _____ **Date:** _____