

SPECIAL REQUEST(S) INSTRUCTIONS**STUDENT FINANCIAL AID PROGRAMS**

*Merit Award ♦ Nursing Training ♦ Social Work ♦ Pedro “DOC” Sanchez ♦ Professional/Technical Award ♦ Yamashita Teacher Corps
Access to Higher Education Grant (AHEG) ♦ Research/Teaching Assistantship Program (RTAP)*

In accordance with Program Rules and Regulations, the Financial Aid Office is required to monitor a student’s progress towards his/her declared program of study. Therefore, if a student desires to make changes that will affect their original application (i.e. change major, graduation date, etc.) a Special Request must be submitted.

- All special requests and supporting documents must be submitted to the Financial Aid Office. Most special requests are student initiated, this means that you are the individual responsible to submit the special request, provide all supporting documents, and follow-up on the actions that are taken with your special request.
- The special request(s) should be prepared thoughtfully and should focus on the reason(s) for the request.
- Failure to submit all required documentation will result in your special request being null and void.
- Special requests scheduled for Board of Regent or Administrative Actions will be processed within sixty (60) days of receipt of the special requests and supporting documents.
- If the results of the special requests are not to your satisfaction and new information comes to light an appeal can be written to the Scholarship Committee Members.
- Other documents may be requested by the Board of Regents, should additional information be required to ascertain a final resolution for the special request submitted.
- Below you will find the common special requests submitted to FAO, if your special requests concern is not listed please contact your assigned counselor.

Change of Major (Add or Remove a Minor) / Change of Graduation Date

Merit Award AHEG	Nursing Training Social Work	Professional/Technical Award	Pedro “DOC” Sanchez	Yamashita Teacher Corps
<ul style="list-style-type: none">• Must be no later than the 1st half of your Junior Year; Change of major will not be approved if it will extend your graduation date;• Letter of support from academic advisor, that must indicate the new major and/or anticipated graduation date;• An up-to-date catalog that indicates your new major requirements (for off-island only).	<ul style="list-style-type: none">• Letter of support from academic advisor that must indicate the new major and/or anticipated graduation date.	<ul style="list-style-type: none">• Change of major must be listed on the Career Priority Listing as established upon the Academic Year of entry;• Letter of support from academic advisor that must indicate the new major and/or anticipated graduation date.	<ul style="list-style-type: none">• Letter of support from academic advisor that must indicate the new major and/or anticipated graduation date.	<ul style="list-style-type: none">• Letter of support from academic advisor, that must indicate the new major and/or anticipated graduation date;• If you are not obtaining a degree in Education, the letter must be signed by a SOE and MAJOR academic advisor;• Academic Plan Sheet that outlines academic courses from present thru graduation date; must also be signed by SOE and MAJOR academic advisor.

Deferment to Transfer Institutions: Requests should be submitted prior to Transferring Institutions.

Merit Award AHEG	Nursing Training Social Work	Professional/Technical Award	Pedro “DOC” Sanchez	Yamashita Teacher Corps
<ul style="list-style-type: none">• Unconditional letter of acceptance from a U.S. Accredited Institution (Council for Higher Education – CHEA);• Letter of support from academic advisor indicating anticipated graduation date;• Official catalog for institution of attendance. Must tag the following sections: Cost of Attendance, Accreditation, Academic Information, Degree Program, and Course Requirements.				

Deferment due to Immediate Family Emergency/Care/Support: Requests should be submitted immediately upon notification of the situation that may affect your academic achievements, award benefits, and/or service obligation.

Merit Award AHEG	Nursing Training Social Work	Student Loan & Professional/Technical Award	Pedro “DOC” Sanchez	Yamashita Teacher Corps
<ul style="list-style-type: none">• Doctor’s report that indicates you are the sole source of support for the family member being taken care of and timeframe expected to be out and/or return to school.				

Deferment due to Medical Illness: Requests should be submitted as soon as possible upon notification of medical situation.

Merit Award AHEG	Nursing Training Social Work	Student Loan & Professional/Technical Award	Pedro “DOC” Sanchez	Yamashita Teacher Corps
<ul style="list-style-type: none">• Doctor’s report that indicates timeframe expected to be out and/or return to school.				

Deferment due to Military Orders: Requests should be submitted immediately upon notice and receipt of military orders

Merit Award AHEG	Nursing Training Social Work	Student Loan & Professional/Technical Award	Pedro “DOC” Sanchez	Yamashita Teacher Corps
<ul style="list-style-type: none">• Request must be submitted within six (6) months of active duty;• Military orders that clearly indicate effective date of active duty status.				

Participation in National Student Exchange: Requests should be submitted as soon as possible accepted into NSE program.

Merit Award AHEG	Nursing Training, Social Work, Pedro “DOC” Sanchez, Professional/Technical Award, RTAP	Yamashita Teacher Corps
<ul style="list-style-type: none">• Letter of acceptance from the institution that you were accepted into the NSE program;• Letter of support from academic advisor indicating that the courses through NSE will be transferrable to UOG degree program and anticipated graduation date.	Not Applicable to Programs	<ul style="list-style-type: none">• Letter of acceptance from the institution that you were accepted into the NSE program;• Letter of support from academic advisor indicating that the courses through NSE will be transferrable to UOG degree program and anticipated graduation date.

SFAP Special Request(s)**Page 2**

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- Please use blue/black ink.
- Each page of documentation must include the Student's Name and UOG ID number.
- All documents must be legible. Remember to sign this document. INCOMPLETE forms will not be reviewed!

Student ID#:

SFAP Program:

Student's Name:

Phone #:

- Explain, in detail, the reason(s) for your special requests. Include all pertinent facts. Attach all relevant documentation.

SPECIAL REQUEST(s):

(Example: To change graduation date from May 2011 to May 2012.)

Supporting Documents Submitted:

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Y

Student's Signature:

Date:

FOR FAO USE ONLY

☐Approved

☐Denied

☐Not Applicable

☐Funding

☐NO Funding

☐Not Applicable

Comments:

FAO Director/EMSS Dean Signature:

Date: