



OFFICE OF STUDENT FINANCIAL AID

UNIVERSITY of WASHINGTON

Division of Student Life

PRIORITY APPEAL REDUCED CREDIT LOAD REQUEST

READ THE INSTRUCTIONS AND INFORMATION ON THE REVERSE BEFORE FILLING IN THIS FORM

Please print clearly

NAME: _____
(last) (first) (middle)
UW #: _____ Phone: _____
Address: _____
(street) (apt #) (city) (state & zip)

EXPLANATION OF SPECIAL CIRCUMSTANCES:

_____ I have a documented disability which impacts my ability to register for full time credits. I am requesting a reduced credit load for _____ quarter and will be taking _____ credits.

_____ I have other concerns that are addressed below:

I CERTIFY THAT THIS INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

STUDENT'S SIGNATURE: _____ **DATE:** _____

DRS OFFICE USE ONLY:

This student has provided our office with documentation of their disability. I have spoken with this student to discuss the need to take a reduced credit load. Based on my professional knowledge, I feel this is a reasonable accommodation.

DRS Adviser (Print Names): _____

DRS Adviser Signature: _____ Date: _____

OFFICE USE ONLY: Counselor _____ Date _____ Decision _____



PRIORITY APPEAL REGARDING A REDUCED CREDIT LOAD

A Priority Appeal (PA) in regards to a Reduced Credit Load is requesting to be considered for priority funding, even though the student is not registered full time. There are certain aid programs that must be prorated (reduced), even if this appeal is approved. Appeals regarding a reduced credit load must be received by the financial aid office well in advance of the quarter in question. A request for a reduced credit load cannot be back dated in a current quarter – plans should be made before the quarter begins.

The DRS coordinator in the financial aid office will review your request. Appeals generally take 1-2 weeks to process. We must have your appeal request well in advance of the quarter in question. We will review your explanation of any special circumstances you wish to have taken into account, and will respond in writing.

Be prepared to pay your own tuition and meet your other expenses regardless of the outcome of your appeal. If it is approved, we will evaluate your application and adjust whatever funds are available for which you are eligible.

Some things to know about a Priority Appeal or PA:

- A PA cannot be processed after your financial aid is disbursed for that quarter.
- A PA cannot be back dated in a current quarter – plans should be made before the quarter begins.
- A PA applies only to priority funds. If you have Pell Grant, State Need Grant or College Bound Scholarship – those aid programs must be prorated to your actual enrollment.
- If your award is comprised solely of Stafford Loans or PLUS Loans only (Federal Direct Loans), then your quarterly enrollment only needs to be at least half time (a minimum of 6 credits for undergraduate students or a minimum of 5 credits for graduate students). So if your award is only Stafford and PLUS then a PA is not needed if you will be enrolled at least half time.
- If your FAFSA application was “late” (filed after the February 28th priority date), you do not need to avail yourself of a PA. You can contact OSFA and notify a counselor of your enrollment and your award will be adjusted accordingly. A PA is only for priority aid programs, and priority aid programs are awarded to students who met the priority filing date of February 28th.
- If you are enrolled less than half time, we have very limited aid programs to offer. We may not have any funds to offer you, or we may not have enough funds to cover the amount of your less-than-half-time tuition. You will also drop below the requirement to keep your student loans in a deferred status, and may need to make a payment or two for any Direct Loan or Perkins Loan that have used up the grace period.
- If you need to adjust your schedule on or after the first day of the quarter, this may impact your Satisfactory Progress for financial aid. A reduced credit load is something that should be resolved before the beginning of a quarter. Dropping a class is not a reduced credit load. You will want to review the online information about Satisfactory Progress if you drop a class.