# REQUEST TO CHANGE STATUS FROM FULL- TO PART-TIME STATUS

**Date:** _____

**Name:** _____

**GWID:** _____ **Inn:** _____

**Email:** _____ **Year:** ☐ **1L** ☐ **2L** ☐ **3L** ☐ **4L**

**Phone:** _____ **Expected Graduation Date:** _____

**Status Change to Take Effect the** ☐ **Semester of 20____.**

**Please state the basis for your request:**

_____
_____
_____
_____

## I understand that:

I must contact Financial Aid and my lenders to inform them of my change in status. Per the GW Law Bulletin, change in status from full- to part-time will result in forfeiture of scholarship awarded, even if a student later seeks to revert to their former status. (*See GW Law Bulletin* **Transfer between the Full-Time and Part-Time (Evening Program)**). Recipients of federal student loans may be subject to a *pro rata* calculation of the loan funds which the University must return to the U.S. Dept. of Education. Based on the date of the student's change in status, the student may owe the University (Student Accounts) a resulting balance. Please contact the Financial Aid Office to discuss all impacts on your financial aid funds.

**I have read and understand the requirements for transfer to the part-time program as stated in the Law School Bulletin and above.**

**STUDENT SIGNATURE:** _____

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**Dean of Students Action:** ☐ **Approved** ☐ **Denied** **Date:** _____

**Signature of Dean of Students:** _____

**cc:** ☐ **Financial Aid,** ☐ **Records Office,** ☐ **Career Center**