



# DEAN OF STUDENTS OFFICE

## REQUEST TO CHANGE STATUS FROM PART- TO FULL-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 part- to full-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) Programs**). 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. Department 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 full-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