



# Request for Adjustment

Financial Aid Office  
 Phone: (208) 524-3000 Option 7  
 Toll Free: 1-800-662-0261  
 Fax: (208) 525-7026  
[financial.aid@cei.edu](mailto:financial.aid@cei.edu)

1600 S. 25<sup>th</sup> E. Idaho Falls, Idaho 83404

First Name	Last Name	Student ID	SSN	Phone Number

**INSTRUCTIONS:** Please state below your request for an adjustment to your financial aid offer. If you are requesting your federal financial aid to be canceled because you are going to attend a different institution, please include the name of the institution. Please allow three to five business days for your request to be reviewed. A notification regarding your request will be sent to your CEI email. You may review adjustments in Self-Service or contact the Financial Aid Office.

**Select Term you are requesting financial aid adjustment(s)**

Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_

**Explanation of Change request:**

\*\*Must be enrolled in 6 credits to be loan eligible and must complete the loan requirements\*\*

**Certification and Signature**

The person signing below certifies that all of the information is complete and correct. The student whose information was reported on the FAFSA must sign and date.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WARNING:** If you purposely provide false or misleading information, you may be subject to a fine, imprisonment, or both.

<b>Financial Aid Office Use Only</b>		Received By :	Date Received:
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Award adjusted: <input type="checkbox"/>	Date:	Email Notification <input type="checkbox"/>
Comments:		Processed By:	