

2025-2026 General Action Request Form

Section I: Student Information

Student Name: _____ UNF ID#: N _____

Section II: Action Requested - Decline Awards

Please complete the information below. Select the term and list the specific award(s) you wish to decline.

Requested Term (Check all that apply)

Fall (August – December)
Spring (January – April)
Summer (May – July)

Decline All Financial Aid Awards

Federal Grant(s): _____

Institutional Grant(s): _____

Institutional Scholarship(s): _____

Section III: Action Requested - Grade Level Change

Please complete the information below.

I have graduated or will graduate in (circle one) **fall/spring** _____. Please change my (circle one) **spring/summer** _____
award to: _____ year _____ year

☐ Degree-Seeking Graduate Student

☐ Degree-Seeking Post Baccalaureate or Second Bachelor Student

Section IV: Action Requested - Special Review

Please complete the information below.

Complete the attached form for:

Fall _____
year

Spring _____
year

Summer _____
year

Please email my form to my secure
UNF email account.

Please mail my form to my
address on file.

Please mail my form to:

Section V: Action Requested - COA Adjustment

Please complete the information below.

I am living at home.

I am studying abroad for the _____ term and have attached my airfare receipts.
term

Section VI: Original or DocuSign Signature Required

By signing below, you certify that all the information reported on this form and any attached documents is accurate and true. You acknowledge that it is your responsibility to monitor your financial aid for any updates or additional requests for documentation or clarification and respond in a timely manner. Warning: If you purposefully give false or misleading information, you may be fined, sentenced to jail or both.

Student Signature

Date Signed

Submit completed documents via
myWings (Student Portal):

Student Resources tile > Student Self-
Service > Upload Student Documents