



2021-2022 Federal Work Study Change Request

Student Name: _____ COTC ID:

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____ I have not yet used my 2021-2022 Federal Work Study award and wish to decline it.

____ I have earned a portion of my 2021-2022 Federal Work Study award and wish to have my award reduced to that amount.

Student Signature **(DO NOT SIGN ELECTRONICALLY)** Date

TO RETURN THIS FORM: **UPLOAD** all forms and documents in the **Student Assistance Portal**. Select the "Assistance" icon in the upper right-hand corner of the screen, followed by "Submit Financial Aid Documents" from the drop-down menu. Or, you can **FAX** to: 740-364-9533, or **MAIL** to: COTC, Student Financial Services, 1179 University Dr., Newark OH 43055. **DO NOT** submit this form via email as it will not be accepted.

All documents and forms submitted to Student Financial Services become the property of Central Ohio Technical College and cannot be copied or returned to the student, spouse, or parent (i.e. tax returns, verification worksheets, W2s, etc.)

Office Use Only Reviewed By: _____	_____ Aid Adjusted
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