

Student Name	Student ID Number

This form should be used to decrease, cancel or change a previously accepted Federal Direct Loan. Loan funds that have not yet been disbursed may be cancelled or reduced at any time through the Student Portal. Loan funds that have been disbursed can only be cancelled or reduced within 30 days of the date of disbursement.

Federal Loan Processing Deadline: Federal regulations require that a loan be originated while a student is enrolled at least half time. Students who would like to borrow a loan must complete the process during the academic year and prior to ceasing half time enrollment.

Unsubsidized Direct Loan	<ul style="list-style-type: none"> • Increase • Decrease* • Full Cancellation • Term Cancellation <ul style="list-style-type: none"> ○ Fall ○ Spring ○ Summer 	Current Amount: _____ New Amount: _____
Subsidized Direct Loan	<ul style="list-style-type: none"> • Increase • Decrease* • Full Cancellation • Term Cancellation <ul style="list-style-type: none"> ○ Fall ○ Spring ○ Summer 	Current Amount: _____ New Amount: _____
PLUS Direct Loan	<ul style="list-style-type: none"> • Increase • Decrease* • Full Cancellation • Term Cancellation <ul style="list-style-type: none"> ○ Fall ○ Spring ○ Summer 	Current Amount: _____ New Amount: _____
Reinstate Declined Loan	<ul style="list-style-type: none"> • Subsidized Direct Loan • Unsubsidized Direct Loan 	Amount: _____
Signature:		Date:

Submit Completed Form to your One Stop Specialist using your university email account.

*Decreasing or cancelling a loan may cause a balance due on your student account