

Federal Loan Change Form

Academic Year:

Student Name:	Student ID Number:

This form can be used to decrease, cancel or change a previously accepted Federal Direct Loan. Loan funds that have not yet been disbursed may be canceled or reduced at any time through the Student Portal. Loan funds that have been disbursed can only be canceled 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: <hr/> New Amount: <hr/>
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: <hr/> New Amount: <hr/>
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: <hr/> New Amount: <hr/>
Reinstate Declined Loan	<ul style="list-style-type: none"> • Subsidized Direct Loan • Unsubsidized Direct Loan 	Amount:
Signature:		Date:

Please submit this completed form to your one stop specialist using your university email account.

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