# Loan Change Request Form

**Name:** ____________________________ __________________________

**Student ID #:** ____________________________

**Check the action requested for every applicable loan:**

Please be aware that the changes you are requesting may create a balance on your account.

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Action Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Direct Subsidized Loan</strong></td>
<td></td>
</tr>
</tbody>
</table>
  - **Cancel the entire academic year loan**
  - **Cancel the Fall 2013 portion only**
  - **Cancel the Spring 2014 portion only**
  - **Change the amount of my loan to:**
    - $____ for the entire year
    - $____ for the Fall 2013
    - $____ for the Spring 2014

*please account for a 1% processing fee when determining amount |

| **Federal Direct Unsubsidized Loan** | 
  - **Cancel the entire academic year loan**
  - **Cancel the Fall 2013 portion only**
  - **Cancel the Spring 2014 portion only**
  - **Change the amount of my loan to:**
    - $____ for the entire year
    - $____ for the Fall 2013
    - $____ for the Spring 2014

*please account for a 1% processing fee when determining amount |

| **Perkins Loan** | 
  - **Cancel the entire academic year loan**
  - **Cancel the Fall 2013 portion only**
  - **Cancel the Spring 2014 portion only**
  - **Change the amount of my loan to:**
    - $____ for the entire year
    - $____ for the Fall 2013
    - $____ for the Spring 2014 |

| **Alternative Loan** | 
  - **Cancel the entire academic year loan**
  - **Cancel the Fall 2013 portion only**
  - **Cancel the Spring 2014 portion only**
  - **Change the amount of my loan to:**
    - $____ for the entire year
    - $____ for the Fall 2013
    - $____ for the Spring 2014 |

| **Federal PLUS Loan** | 
  - **Cancel the entire academic year loan**
  - **Cancel the Fall 2013 portion only**
  - **Cancel the Spring 2014 portion only**
  - **Change the amount of my loan to:**
    - $____ for the entire year
    - $____ for the Fall 2013
    - $____ for the Spring 2014

*please account for a 4% processing fee when determining amount |

| **Please re-instate my:** |
| **Subsidized loan** for: |
  - Academic year in the amount of $____
  - Fall 2013 in the amount of $____
  - Spring 2014 in the amount of $____

| **Unsubsidized loan** for: |
  - Academic year in the amount of $____
  - Fall 2013 in the amount of $____
  - Spring 2014 in the amount of $____

*please account for a 1% processing fee when determining amount |

**Other instructions (please explain):**

__________________________________________

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My signature authorizes the Financial Aid Office to cancel, reduce or reactivate my Federal Direct, Federal Perkins or Alternative loan(s) as indicated above. I understand that this reduction or cancellation of my loan(s) may affect the amount owed on my account and may require the balance to be paid in full. The effective date of signing supersedes any previous authorization.

**Student Signature** ____________________________ **Date** ____________________________

**Parent Signature (if changing/cancelling PLUS loan)** ____________________________ **Date** ____________________________