You may use this form to request an increase, a decrease or cancel your Federal Direct student loans. This applies only to Federal Direct student loans you have already borrowed for the current academic year. Please submit the completed form to the Office of Student Finance and allow 5-7 business days for processing.

Section 1: STUDENT INFORMATION
Academic Year: ____________

Year in school:  O MS1  O MS2  O MS3  O MS4

Student Name: ______________________________________  700 #:_________________  

Section 2: LOAN ADJUSTMENT/CANCELLATION REQUEST
☐ I previously declined my entire Federal Direct loan award. Please reinstate my entire:
   ☐ Direct Unsubsidized Stafford Loan  ☐ Direct Graduate PLUS Loan

☐ Please increase my:
   ☐ Direct Unsubsidized Stafford Loan by $____________. Please note that your loan funds will be split evenly between fall and spring terms. The loan origination fee assessed by the U.S. Department of Education will be deducted from this amount.
   ☐ Direct Graduate PLUS Loan by $____________. Please note that your loan funds will be split evenly between fall and spring terms. The loan origination fee assessed by the U.S. Department of Education will be deducted from this amount.

☐ Please decrease/return to the U.S. Department of Education my:
   ☐ Direct Unsubsidized Stafford Loan by $____________ (including the loan origination fee) for: _fall/spring  _fall only  _spring only
   ☐ Direct Graduate PLUS Loan by $____________ (including the loan origination fee) for: _fall/spring  _fall only  _spring only

*NOTE: Requests to decrease a previously disbursed Federal Direct loan must be made within 120 days of disbursement. Decreasing a previously disbursed Federal Direct loan may result in a balance owed on your University account. Balances that remain unpaid may result in adverse consequences, including the assessment of late fees and holds on your account.

☐ I previously accepted my Federal Direct loan award. Please cancel my loan that has NOT disbursed for the:
   ☐ spring semester only (note: this will NOT cancel loan funds that have already disbursed to fall term.)
   ☐ Direct Unsubsidized Stafford Loan  ☐ Direct Graduate PLUS Loan
   ☐ academic year (fall and spring semesters)
   ☐ Direct Unsubsidized Stafford Loan  ☐ Direct Graduate PLUS Loan

Section 3: CERTIFICATION
(1) I understand that I am responsible for any balance owed resulting from my Direct Loan adjustment request; (2) I understand that non-payment of a balance owed will result in late fees and that a hold may be placed on my account; (3) I hereby attest that all information reported on this document is true, complete, and accurate to the best of my knowledge; (4) I understand that any false statement or misrepresentation on my part will be cause for denial, reduction and/or repayment of financial aid; (4) I understand that the Office of Student Finance may not be able to process my request due to Federal regulations.

__________________________________________________  ______________
Student’s Signature  Date

This request is not valid unless signed and dated by the student.