

2023-2024 / Parent Federal Loan Change Request

Student Name (Print Please): _____ Student RU ID#: _____

Parent/PLUS Borrower Name (Print Please): _____

Parent Telephone Number: _____ Date: _____

The Federal PLUS Loan Parent/Borrower must complete – sign – submit this form to the Office of Financial Aid Services only for changes to the loan. Only the approved loan amount already posted can be changed. Any change will be based on the loan gross amount – before the 4.288% fee. Federal loan fees apply to any changes. Federal loans are not retroactive. The Federal PLUS Loan has a credit expiration date – the loan is no longer active when the approved credit period has expired.

The change(s) requested must be within the current 2023-2024 academic year (August 2023 to May 2024), for the posted loan period. The student must be enrolled – at least half-time - for the period of the request at the time of the request.

If the Federal PLUS Loan(s) you want to reduce or cancel has already been credited/paid to the student account, the student is responsible for any resulting balance or status to the student account. It is recommended that changes are requested before the loan/s is/are disbursed. You have 14 days to request a change after the loan/(s) is/are paid to the student account.

Changes are processed within 2-3 business days as of the date the form is received. Incomplete responses will delay your request. Your physical signature is required. Confirmation will be on the financial aid posted on RUAccess -

**** Federal loans are not retroactive. Student must be enrolled for the term of this request ****

**** CANNOT PROCESS CENTS ****

| | I have | I want | Cancel the loan |
|---|--------|--------|--------------------------|
| Fall 23 & Spring 24 – Submit by 31 March | \$ | \$ | <input type="checkbox"/> |
| Fall 23 only – Submit by 31 October | \$ | \$ | <input type="checkbox"/> |
| Spring 24 only – Submit by 31 March | \$ | \$ | <input type="checkbox"/> |

My signature authorizes the Office of Financial Aid Services to make the requested loan change. I acknowledge all Federal regulations/laws and requirements for Federal Parent PLUS loan eligibility. I understand I am solely responsible for any changes to the status of the student’s account based on this request. I understand that the student is responsible for payment for all charges due to Roosevelt University by the published due dates. I understand my physical signature is required.

PHYSICAL SIGNATURE – DO NOT TYPE/DO NOT USE ELECTRONIC

Parent Signature

Date

Submit this form to the Office of Financial Aid Services in person (1M16 Wabash/Mezzanine Floor) or by email (to tmarcelain@roosevelt.edu) – Business hours are 9 a.m. to 5 p.m. Monday to Friday –

Roosevelt University – Office of Financial Aid Services – Telephone: 866-421-0935 // Fax: 312-341-3545 // 1M16 Wabash Building - 430 South Michigan Avenue – Chicago, IL 60605 -