



2019-2020 Federal Parent PLUS Loan Change Request

Student Name (Print please) _____

Student ID _____

The parent of an undergraduate student can apply for the federal Parent PLUS loan for the current academic year, up to the academic year cost of attendance. Approval for the federal Parent PLUS loan is based on the credit history of the parent by application submitted online to the U.S. Department of Education at <https://studentloans.gov>. The parent must be the applicant for the federal Parent PLUS loan, and log in using the parent FAFSA User ID. The 2019-2020 academic year FAFSA is required. The loan can only be applied to the current academic year and the student must be enrolled. All requirements must be completed – including verification – to review for eligibility.

The Office of Financial Aid Services will process an approved Parent PLUS Loan based on the student’s: academic year eligibility, current enrollment, academic year cost of attendance, academic year federal loan eligibility, eligible grade level, federal loan aggregate limits, and other U.S. Department of Education federal regulations and laws that govern eligibility and processing of federal direct loans. The parent must complete all Parent PLUS loan documentation related to the credit review. The Parent PLUS Loan Master Promissory Note is required. It is completed at <https://studentloans.gov>.

When at all possible, a change to the loan should be made before the loan is paid to the student’s account. After the loan is paid, any change or cancelled has to be submitted within 14 days from the date the loan is paid. If the federal loan funds you/the parent want to reduce or cancel have already been credited/paid to the student’s account at the time this form is submitted, you/the parent are responsible for any resulting balance or status to the account.

The Parent must complete and submit this form. Changes can only be made to a loan amount already approved, and the loan credit status must still be active. Amount changes must be based on the approved gross amount of the loan. Cents are not used.

I (the parent PLUS loan borrower) am requesting a change to my federal PLUS loan for the current academic year period:

- Fall 2019 and Spring 2020 (before March 31) Fall 2019 (before October 31)
- Spring 2020 (before March 31) Summer 2020 (before June 30)

Please reduce my Parent PLUS loan from the maximum amount to \$ _____

Please reduce my Parent PLUS loan from \$ _____ to \$ _____

Please cancel my Parent PLUS loan.

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 payment for all charges is due to Roosevelt University by the published due dates.

Parent Name (Print please)

Parent Signature

Date

Submit this form to the Office of Financial Aid Services
in person (to 1M16 Wabash/Mezzanine Floor) or by email (to fas@roosevelt.edu) or by fax (to 312-341-3545).