

ROOSEVELT 2019-2020 Student Federal Loan Change Request Form JNIVERSITY

Student Name (Print please)

RU ID Number

Telephone number

All students who successfully submit the Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education (at www.fafsa.gov) are eligible for the federal direct loan. Students are encouraged to consider actual loan amounts needed to make the best use of federal loan funds for educational purposes. All funds borrowed must be repaid to the U.S. Department of Education or its designated agent(s).

Please complete this form if you wish to reduce, reinstate or cancel your federal subsidized, unsubsidized or graduate PLUS direct loan(s). Your request can only be processed within the limits of your academic year eligibility, your current enrollment, your academic year cost of attendance, your academic year federal loan eligibility, your eligible grade level, your federal loan aggregate limits and other U.S. Department of Education federal regulations and laws that govern eligibility and awarding of federal direct loans. The changes requested must be within the current 2019-2020 academic year (August 2019 to August 2020). You must be enrolled for the term of the request at the time the request is submitted. Changes are processed within 3-5 business days.

If the federal loan(s) you wish to reduce or cancel have already been credited/paid to your student account at the time this requires is processed, you are responsible for any resulting balance or status to your account. It is recommended that changes are requested before the loan(s) is/are disbursed. You have 14 days to request a change after a loan is disbursed/paid to your student account.

I am requesting a change to my federal direct loan(s) for the following academic year period:

□ Fall 2019 and Spring 2020 - (My award is for Fall & Spring. Must be submitted before March 31)

□ Fall 2019 (My award is for Fall only. Must be submitted before October 31)

□ Spring 2020 (My award is for Spring only. Must be submitted before March 31)

□ Summer 2020 (My award is for Summer only. Must be submitted before June 30)

Enter the current gross loan amount. Your current gross amount can be found on your financial aid award posted at RU Access. Enter the dollar amount you would like the loan to be reduced to - or increased to – or zero/\$0 to cancel. Cents will not be processed. Loan origination fees are deducted from the gross amount of the loan.

Loan Type	Current Amount	Reduce to	Increase to	Cancel (Enter Zero)
Subsidized Loan	\$	\$	\$	\$
Unsubsidized Loan	\$	\$	\$	\$
Graduate PLU S Loan	\$	\$	\$	\$

My signature authorizes the Office of Financial Aid to make my requested change(s). I acknowledge all applicable federal regulations/laws and requirements for federal loan eligibility. I understand I am solely responsible for any changes to my student account based on my request. I understand I am responsible for the payment of institutional charges due to Roosevelt University by the published due dates.

Student Signature

Date

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