



# 2020-2021 Federal Parent PLUS Loan Change Request

Student Name (Print please) \_\_\_\_\_ Student ID \_\_\_\_\_

Parent/PLUS Borrower Name (Print please) \_\_\_\_\_

Parent Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

The Parent/PLUS Borrower must complete, sign and submit this form to the Office of Financial Aid Services for changes to the Federal Parent PLUS Loan. Only the approved loan amount already posted can be changed. The loan credit status must still be active. Amount changes will be made to the gross amount of the loan. The Federal Loan fee applies to the requested change(s). Cents are not used. You must contact the Office of Financial Aid Services for any other changes to the loan.

The loan can only be applied to the terms student is enrolled for the 2020-2021 academic year (August 2020 to August 2021). All Federal and institutional requirements must be completed – including verification. **Changes can only be made to the loan amount and term(s) on the student’s financial aid award as posted at RUAccess.**

**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 cancellation 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 request will be processed during business hours, within 2-3 days from the date it is received.

- Fall 2020 and Spring 2021 (submit before March 31)
- Fall 2020 (submit before October 31)
- Spring 2021 (submit before March 31)
- Summer 2021 (submit before June 30)

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. 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 (to 1M16 Wabash/Mezzanine Floor) or by email (to [fas@roosevelt.edu](mailto:fas@roosevelt.edu)) or by fax (to 312-341-3545).**