

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 use the parent FAFSA User ID. The current academic year FAFSA is required for federal PLUS loans. The loan can only be applied to the current academic year and the student must be enrolled.

The Office of Financial Aid Services will process an approved Parent PLUS Loan within the limits of 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 awarding of federal direct loans. The changes requested must be within the current 2018-2019 academic year (August 2018 to August 2019). Changes are processed within 3-5 business days.

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 made by the Office of the Bursar. You have 14 days to make a change after a loan is disbursed/paid to the student's account.

The Parent must complete and submit this form. Changes can only be made to a current academic year Federal Parent PLUS loan with an unexpired credit status for a current term in which the student is enrolled. Amount changes must be based on the approved gross amount of the loan. Cents are not used. If the approved amount has already been awarded (for example, a loan approved for \$10,000 cannot be increased to \$11,000). The parent PLUS loan borrower must submit another/new Parent PLUS loan application to the U.S. Department of Education at <https://studentloans.gov>.

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

Fall 2018 and Spring 2019 (before March 31) Fall 2018 (before October 31) Spring 2019 (before March 31)

My Parent PLUS loan has been approved for the maximum. The requested amount is \$ _____

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

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

My signature authorizes the Office of Financial Aid Services to make the requested changes. I acknowledge all federal regulations/laws and requirements for federal Parent PLUS loan eligibility. I understand we are solely responsible for any changes to the status of the student's account based on this request for changes to my federal Parent PLUS loan. I understand we are responsible for the payment of institutional charges 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).