2018-2019 Student Federal Loan Change Request Form

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 program. Students are encouraged to consider actual loan amounts needed, and making the best use of federal loan funds for educational purposes before the loan is paid. 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 2018-2019 academic year (August 2018 to August 2019). Changes are processed within 3-5 business days. THIS FORM DOES NOT APPLY TO PARENT PLUS LOANS.

If the federal loan funds you wish to reduce or cancel have already been credited/paid to your student account at the time this form is submitted, you are responsible for any resulting balance or status to your account made by the Office of the Bursar. You have 14 days to make this 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 2018 and Spring 2019 - (My award is for Fall & Spring. Must be submitted before March 31)**

☐ **Fall 2018 (My award is for Fall only. Must be submitted before October 31)**

☐ **Spring 2019 (My award is for Spring only. Must be submitted before March 31)**

☐ **Summer 2019 (My award is for Summer only. Must be submitted before April 30)**

Enter the current amount of the loan you would like to change. Your current 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 reinstated for - or Zero/$0 to cancel. Cents cannot be processed. Loan changes are based on the gross loan amount.

Loan Type	Current Amount	Decrease	Reinstate	Cancel (Enter Zero)
Subsidized Loan	$	$	$	$
Unsubsidized Loan	$	$	$	$
Graduate PLU S Loan	$	$	$	$

My signature authorizes the Office of Financial Aid to make my requested changes, and means I acknowledge all 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 for changes to my federal direct loan(s). I understand I am responsible for the payment of any institutional charge due to Roosevelt University by the published due dates.

_____ _____ ( ) _____

Student Name (Print please) **RU ID Number** **Telephone number**

_____ _____

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).

All federal loans require the student borrower to complete Loan Counseling and a Master Promissory Note according to the direct loan awarded at https://studentloans.gov

RRAAREQ CODE: LOANRQ