

2025-2026 / Student Federal Loan Change Request

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

Your financial aid offer includes your federal loan eligibility posted within the limits of Federal loan aggregate eligibility - academic year eligibility - current enrollment eligibility - academic year cost of attendance eligibility - grade level eligibility - and other U.S. Dept of Education Federal regulations and laws that govern the eligibility and payment of Federal Direct Loans. Federal loans are borrowed funds that you must pay back to the U.S. Department of Education. For more information about federal loans see – <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized> -

To cancel, reduce, or reinstate the Federal Loan you are eligible to receive you can complete and physically sign this form. The change(s) requested must be within the current 2025-2026 academic year (August 2025 to August 2026). You must be enrolled – at least half-time - for the term of the request at the time of the request. Federal student loans are not retroactive.

Changes are processed within 2-3 business days as of the date the form is received. Incomplete responses will delay your request. Your physical signature is required. You can see confirmation of your request on RUAccess -

**** Federal loans are not retroactive. You must be enrolled for the term of this request ****

“I have” – must be the loan amount shown on RUAccess – if loan was declined/cancelled then “I have” is \$0 –

Loan(s) will be processed in the financial aid gross amount – before federal fee is applied –

The federal 1.057 fee will be applied to the subsidized & unsubsidized loan before the loan is paid –

- Cents cannot be processed -

		I have	I want	Cancel the loan
Fall 25 & Spring 26 – Deadline 31 Oct 25	Subsidized Loan	\$ _____	\$ _____	<input type="checkbox"/>
	Unsubsidized Loan	\$ _____	\$ _____	<input type="checkbox"/>
Fall 25 only – Deadline 31 Oct 25	Subsidized Loan	\$ _____	\$ _____	<input type="checkbox"/>
	Unsubsidized Loan	\$ _____	\$ _____	<input type="checkbox"/>
Spring 26 only – Deadline 31 Mar 26	Subsidized Loan	\$ _____	\$ _____	<input type="checkbox"/>
	Unsubsidized Loan	\$ _____	\$ _____	<input type="checkbox"/>
Fall/Spring/Summer	<input type="checkbox"/> I want to reallocate my loans to Fall/Spring -			
Fall/Spring	<input type="checkbox"/> I want to reallocate my loans to Fall/Spring/Summer -			

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

PHYSICAL SIGNATURE – DO NOT TYPE/DO NOT USE ELECTRONIC

Student Signature

Date

Submit this form to the Office of Financial Aid Services in person (1M16 Wabash/Mezzanine Floor) or by email (to tmarcelain@roosevelt.edu) – Business hours are 9 a.m. to 5 p.m. Monday to Friday –

Roosevelt University – Office of Financial Aid Services – Telephone: 866-421-0935 // Fax: 312-341-3545 // 1M16 Wabash Building - 430 South Michigan Avenue – Chicago, IL 60605 -