

2021-2022 / Student Federal Loan Change Request

_____ () _____
 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 borrowing Federal Direct 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, sign and submit this form to the Office of Financial Aid Services to reduce, reinstate or cancel your Federal Direct 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 2021-2022 academic year (August 2021 to August 2022). You must be enrolled for the term of the request at the time the request is submitted.

If the Federal Direct Loan(s) you want to reduce or cancel has already been credited/paid to your student account, 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.

Changes are processed within 2-3 business days as of the date the form is received. Incomplete responses will delay request.

- Fall 2021 and Spring 2022 - (My award on RUAccess is for Fall & Spring. Must be submitted before March 31)**
- Fall 2021 (My award on RUAccess is for Fall only. Must be submitted before October 31)**
- Spring 2022 (My award on RUAccess is for Spring only. Must be submitted before March 31)**
- Summer 2022 (My award on RUAccess is for Summer only. Must be submitted before June 30)**

Enter the current gross loan amount. Do not enter the amount of your disbursement. Enter the dollar amount you want the loan to be reduced to - or increased to – or zero/\$0 to cancel. Cents will not be processed. Federal loan origination fees will be deducted from the loan amount reinstated or increased.

Loan Type	I have	I want to reduce to	I want to increase to	I want to cancel
Subsidized Loan	\$	\$	\$	\$
Unsubsidized Loan	\$	\$	\$	\$
Graduate PLUS 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. 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) or by fax (to 312-341-3545).