

## 2022-2023 / 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. Dept of Education (at [www.fafsa.gov](http://www.fafsa.gov)) are eligible for the Federal Direct Loan 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 eligibility and payment of Federal Direct Loans.. Students are encouraged to consider actual loan amounts needed to make the best use of borrowing Federal Direct Loan funds for educational purposes because funds borrowed must be repaid to the U.S. Dept of Education.

Please complete, physically sign and submit this form to the Office of Financial Aid Services to reduce, reinstate or cancel a Federal Loan you have received or are eligible to receive. The change(s) requested must be within the current 2022-2023 academic year (August 2022 to August 2023). You must be enrolled for the term of the request at the time of the request.

**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 your request. You will see confirmation of your request on your financial aid posted on RUAccess -

- Fall 2022 and Spring 2023 - (My award on RUAccess is for Fall & Spring. Must be submitted before March 31)**
- Fall 2022 (My award on RUAccess is for Fall only. Must be submitted before October 31)**
- Spring 2023 (My award on RUAccess is for Spring only. Must be submitted before March 31)**
- Summer 2023 (My award on RUAccess is for Summer only. Must be submitted before June 30)**

“I have” = Enter the loan amount from your financial aid posted on RUAccess.  
 “I want” = Enter the dollar amount you want the loan to be reduced to - or increased to –  
 “I want to cancel the loan” = Enter zero/\$0 to cancel the loan.  
**Cents cannot be processed. Federal loans are not retroactive. You must be enrolled for the term of the request.**

Loan Type	I have	I want	I want to cancel the loan
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](mailto:tmarcelain@roosevelt.edu)) or by fax (to 312-341-3545).**