

**2022-2023 / Parent Federal PLUS Loan Change Request**

Student Name (Print please) \_\_\_\_\_ Student ID \_\_\_\_\_

Parent/PLUS Borrower Name (Print please) \_\_\_\_\_

Parent Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

The Federal Parent PLUS Loan Borrower / Parent must complete, sign and submit this form to the Office of Financial Aid Services for changes to the Federal Parent PLUS Loan. Only the approved loan amount already posted can be changed. The loan credit status must still be active. Amount changes will be made to the gross amount of the loan. The Federal Loan fee applies to the requested change(s). Cents cannot be used. You must contact the Office of Financial Aid Services for any other changes to the loan.

The loan can only be applied to the approved loan period and the actual terms the student is enrolled for the 2022-2023 academic year (August 2022 to August 2023). The terms you want to change must be indicated on this form. All Federal and institutional requirements must be completed – including Federal verification.

**When at all possible, a change to the loan should be made before the loan is paid to the student's account. After the loan is paid, any change or cancellation has to be submitted within 14 days from the date the loan is paid. 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, student/parent are responsible for any resulting balance or status to the account.**

The request will be processed during business hours, within 2-3 days from the date it is received.

 Fall 2022 and Spring 2023 (submit before March 31) Fall 2022 (submit before October 31) Spring 2023 (submit before March 31) Summer 2023 (submit before June 30) Please reduce my Federal Parent PLUS loan from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ Please cancel my Federal Parent PLUS loan.

My signature authorizes the Office of Financial Aid Services to make the requested loan change. I acknowledge all Federal regulations/laws and requirements for Federal Parent PLUS loan eligibility. I understand I am solely responsible for any changes to the status of the student's account based on this request. I understand that payment for all charges is due to Roosevelt University by the published due dates. Physical signature is required.

PHYSICAL SIGNATURE – DO NOT TYPE/DO NOT USE ELECTRONIC

\_\_\_\_\_  
Parent Signature\_\_\_\_\_  
Date

**Submit this form to the Office of Financial Aid Services in person (to 1M16 Wabash/Mezzanine Floor) or by email to [tmarcelain@roosevelt.edu](mailto:tmarcelain@roosevelt.edu) or by fax (to 312-341-3545).**