



2017-2018 Federal Parent PLUS Loan Change Request Form

The parent of an undergraduate student can apply for the federal Parent PLUS loan for the current academic year, up to the academic year cost of attendance. Approval for the federal Parent PLUS loan is based on the credit history of the parent. The application is submitted online at www.studentloans.gov. The parent must be the applicant on the federal Parent PLUS loan, and log in to the application web site using the parent FAFSA User ID.

When the application is approved, the Office of Financial Aid will apply the eligible or approved amount to the student award, up to the cost of attendance.

When the application is not approved, the student is eligible for an additional unsubsidized loan, because the parent is not approved for the Parent PLUS loan. The additional unsubsidized loan does not count toward an undergraduate student's aggregate federal loan limit. **The additional unsubsidized loan request can only be submitted if your parent did not appeal or seek an Endorser for the Parent PLUS loan at the time the loan was not approved.**

Grade level	Eligible Federal Unsubsidized Loan	Additional Unsubsidized Loan	Total Unsubsidized for Academic Year
Freshman	\$2,000	\$4,000	\$6,000
Sophomore	\$2,000	\$4,000	\$6,000
Junior	\$2,000	\$5,000	\$7,000
Senior	\$2,000	\$5,000	\$7,000

If the federal loan funds your parent wants 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 Student Accounts. You have 14 days to make this change after a loan is disbursed/paid to your account.

The Parent must complete and submit this form. Changes can only be made to a current academic year Federal Parent PLUS loan that has not expired. Amount changes must be based on the approved amount of the loan. If the approved amount has already been applied, the parent must submit another Parent PLUS loan application to the U.S. Department of Education at www.studentloans.gov.

I am requesting a change to my federal PLUS loan for the following academic year period:

- Fall 2017 and Spring 2018 (before March 31) Fall 2017 (before October 31) Spring 2018 (before March 31)
- My Parent PLUS has been approved for the maximum. The requested amount is \$ _____
- Please reduce my Parent PLUS loan from \$ _____ to \$ _____
- Please increase my Parent PLUS loan from \$ _____ to \$ _____
- Please change the Parent PLUS loan designation of 'refund to parent' to 'refund to student'.
- My Parent PLUS loan application was not approved for the federal Parent PLUS loan. Please apply the eligible additional unsubsidized loan amount to the student because my application was not approved. I did not appeal or seek an Endorser at the time the loan was not approved.

My signature authorizes the Office of Financial Aid to make the requested changes, and means I acknowledge all federal regulations/laws and requirements for federal Parent PLUS loan eligibility. I understand we are solely responsible for any changes to the status of the student account based on this request for changes to our federal Parent PLUS loan.

_____	_____	_____
Parent Name (Print please)	Parent Signature	Date
_____	_____	_____
Student Name (Print please)	Student Signature	Date

Submit this form to the Office of Financial Aid in person (1M16 Wabash/Mezzanine Floor) or by email (to fao@roosevelt.edu) or by fax (to 312-341-3545).