



OFFICE OF FINANCIAL AID

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**WILLIAM D. FORD FEDERAL DIRECT LOANS
CHANGE FORM
ACADEMIC YEAR 2022-2023**

If you have submitted a loan application and completed the Direct Loan Entrance Counseling Online, you should complete this form to request a change in loan type; increase or reduce loan amounts; or cancel your Direct Loans. **PLEASE NOTE:** Annual Loan Limits include Summer 22, Fall 22, and Spring 23.

Name: _____ EMPL ID: _____

Email Address: _____ Last 4 SSN: _____

Do you want to apply for an Unsubsidized Loan? YES ___ NO ___

(Only Enter The Increase or Decrease Amount)

INCREASE LOAN AMOUNT:

Subsidized Loan ___ Unsubsidized Loan ___ Plus Loan ___
Amount Requested \$ _____

Which Semester are you changing?

Summer 22 ___ Fall 22 ___ Spring 23 ___

DECREASE LOAN AMOUNT:

Subsidized Loan ___ Unsubsidized Loan ___ Plus Loan ___
Amount Requested \$ _____

Which Semester are you changing?

Summer 22 ___ Fall 22 ___ Spring 23 ___

- **ATTENTION:** A Student must complete and attach an “Exit Counseling” completion sheet to this request form if he/she is canceling the second loan disbursement due to graduation, full withdrawal, or dropping below 6 units/equated units (<https://studentaid.gov/>)

CANCELLATION: (Direct Loan funds already disbursed CANNOT be cancelled)

Subsidized Loan ___ Unsubsidized Loan ___ Plus Loan ___

Which Semester are you cancelling?

Summer 22 ___ Fall 22 ___ Spring 23 ___

BORROWER CERTIFICATION: Your signature below certifies that you understand that if you reduce or cancel your loan, you may be responsible for part or all of your tuition.

Student’s Signature: _____ Date: _____

FOR OFFICE USE ONLY
Academic Year 2022-2023

Name: _____ EMBL ID: _____

Adjustment Action: Increase ___ Decrease ___

Summer 22 ___ Fall 22 ___ Spring 23 ___

<u>Loan Type</u>	<u>Original Amount:</u>	<u>Revised Amount:</u>
<u>Subsidized</u>		
<u>Unsubsidized</u>		
<u>PLUS</u>		

1. Increase of Loan Due To:

- ___ Student Request (see comments)
- ___ Continuing Their Enrollment (see comments)

2. Reduction or Cancellation of Loan Due To:

- ___ Student Graduated
- ___ Student Request
- ___ Dropped below 6 Units (WN, WD, W)
- ___ R2T4 Recalculation - Full Withdrawal
- ___ Not Registered (Term _____)

COMMENTS:

Signature of Financial Aid Counselor: _____ Date: _____