



A Graduate School of Education, Health & Psychology

## 2025-2026 Loan Change Form

Student Name: \_\_\_\_\_ TCID: \_\_\_\_\_ Phone: \_\_\_\_\_

**Instructions:** Complete this form to adjust your federal or private student loan. Please note that you must be enrolled at least half-time (e.g., 5 credits or the equivalent) to receive federal student aid. Please factor in any loan origination fees that may be deducted from your total request when requesting to increase or reinstate your federal loan.

**\*Note:** You may only receive federal/private student loans in combination with other aid (e.g., scholarships, stipends, other federal student aid) up to your Cost of Attendance (COA).

| Loan Type                               | Loan Amount to Increase: | Loan Amount to Decrease: | Loan Amount to Reinstate: (only if the loan was cancelled or declined) | Decline Loan Amount: |
|---|--------------------------|--------------------------|--|----------------------|
| Direct Unsubsidized Loan                | \$                       | \$                       | \$   | \$                   |
| Direct Grad PLUS Loan                   | \$                       | \$                       | \$   | \$                   |
| Private Loan (specify lender):<br>_____ | \$                       | \$                       | \$   | \$                   |

**\*Note:** The Grad PLUS Loan requires a credit check for approval. If you have a valid credit check on file, the Office of Financial Aid will process your request in accordance with federal regulations. If your credit was denied and you are then approved with a credit appeal or endorser, you must submit a new PLUS e-MPN and PLUS Credit Counseling to receive PLUS Loan funds.

**Semester Requesting Loan Change:** Check one of the options below for your loan change request.

One semester only: \_\_\_\_ Fall, \_\_\_\_ Spring, \_\_\_\_ Summer | Multiple semesters: \_\_\_\_ Fall/Spr, \_\_\_\_ Fall/Spr/Summer

### IMPORTANT INFORMATION ABOUT YOUR LOAN ADJUSTMENT REQUEST

#### If you are requesting a loan increase or reinstatement:

- The total increase request will affect the term(s) you have indicated on this form. If you do not specify the terms, your loan will be processed evenly across all terms of enrollment (e.g., a \$10,000 increase will be processed for \$5,000 in fall and \$5,000 in spring).
- If your loan change request is for a single term (e.g., fall only), you must submit your request **no later than** one week before the final day of classes.

#### If you are requesting a loan decrease or cancellation:

- The total decrease/cancellation request will affect the term(s) you have indicated on this form. If you do not specify the terms, your loan will be processed evenly across all terms of enrollment (e.g., a \$10,000 decrease will be processed for \$5,000 in fall and \$5,000 in spring).
- If your loan has already been disbursed for the semester, you must request a decrease or cancellation **no later than** 45 days from the disbursement date. Please note that this decrease or cancellation may result in a balance. Any balance incurred must be paid directly to the Bursar's Office.

My signature gives the Office of Financial Aid permission to adjust my awards based on the above information.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### FOR OFFICE USE ONLY:

Processor/Date

\_\_\_\_\_