



**OFFICE OF FINANCIAL AID**

120 East 149<sup>th</sup> Street  
Savoy Building RM B-115  
Bronx, New York 10451  
(718) 518-6555

**WILLIAM D. FORD FEDERAL DIRECT LOANS  
CHANGE FORM  
ACADEMIC YEAR 2019-2020**

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 19, Fall 19, and Spring 20.

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 19 \_\_\_ Fall 19 \_\_\_ Spring 20 \_\_\_

**DECREASE LOAN AMOUNT:**

Subsidized Loan \_\_\_ Unsubsidized Loan \_\_\_ Plus Loan \_\_\_  
Amount Requested \$ \_\_\_\_\_

**Which Semester are you changing?**

Summer 19 \_\_\_ Fall 19 \_\_\_ Spring 20 \_\_\_

- **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 ([www.studentloans.gov](http://www.studentloans.gov))

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

Subsidized Loan \_\_\_ Unsubsidized Loan \_\_\_ Plus Loan \_\_\_

**Which Semester are you cancelling?**

Summer 19 \_\_\_ Fall 19 \_\_\_ Spring 20 \_\_\_

**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 2019-2020**

Name: \_\_\_\_\_ EMBL ID: \_\_\_\_\_

Adjustment Action: Increase \_\_\_ Decrease \_\_\_

Summer 19 \_\_\_ Fall 19 \_\_\_ Spring 20 \_\_\_

<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:**

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Signature of Financial Aid Counselor: \_\_\_\_\_ Date: \_\_\_\_\_