



Student Loan Revision Request

(Loan Reduction, Reinstatement, Cancellation, and Adjustments)

Student: _____

Laker ID: _____

Please submit this form if you wish to make a change to your loan offer. Please allow up to 7 business days processing time for all requests.

Please complete this form in its entirety. **If the form is submitted incomplete, your request will not be processed.**

- Please write the aid year for the revision form.** _____
- Please select the loans you wish to change:

<input type="checkbox"/> Direct Subsidized Loan	<input type="checkbox"/> Direct Parent Plus Loan <i>(Parent Signature Required)</i>
<input type="checkbox"/> Direct Unsubsidized Loan <i>(includes Graduate unsubsidized loans)</i>	<input type="checkbox"/> Direct Graduate Plus Loan
- Please select to cancel, reduce, reinstate or adjust your loans to a different term:**

<p>Select each semester that you wish to CANCEL. Please note that cancelling your loans can cause a balance to occur on your student account. If you are requesting cancellation of the first term of a two-term loan, please be aware that your second term loans will automatically be cancelled as well. <i>(Example of two term loan- Fall/Spring or Spring/Summer)</i></p>	<p>Loan REDUCTION: Enter the gross amount for each term that you wish to borrow. If the reduction is for two terms, the amounts must be the same for both terms. Please note that an origination fee will be deducted from the gross amount requested.</p>
Cancel Fall Loan <input type="checkbox"/>	Fall Amount \$ _____
Cancel Spring Loan <input type="checkbox"/>	Spring Amount \$ _____
Cancel Summer Loan <input type="checkbox"/>	Summer Amount \$ _____

<p>Select each term that you wish to be REINSTATED. Your loan offer will be re-evaluated based on your loan eligibility for the term(s) selected.</p>	<p>Select each term you would like your loans ADJUSTED to. If you adjust your loan to one term and then decide to attend the next term, you may not have funds available.</p>
Reinstate cancelled or declined Fall Loan <input type="checkbox"/>	Fall Loan <input type="checkbox"/>
Reinstate cancelled or declined Spring Loan <input type="checkbox"/>	Spring Loan <input type="checkbox"/>
Reinstate cancelled or declined Summer Loan <input type="checkbox"/>	Summer Loan <input type="checkbox"/>

- What is the reason for the loan revision?
 Graduation Not Attending Transfer to another school Other: _____

My signature below indicates that:

- I understand I may have to re-accept my loans after the revisions have been made and will monitor the DUCK portal.**
- I understand I have 14 days from the date of disbursement to cancel any loan funds and have the funds returned to my lender. After the 14-day period, the Office of Financial Aid cannot return the funds to my lender but can only cancel future disbursements. I may send any credit balances to my lender.
- If I do not graduate and need aid for another term, my advisor must send an email to financialaid@clayton.edu with courses remaining for graduation to be considered for aid.

Student Signature:	Date:
Parent Signature (Parent Signature Required if revising the Parent Plus Loan):	Date:

Please email all forms to FinancialAid@clayton.edu from the student's CSU email account.