



# 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:
 

__ Direct Subsidized Loan	__ Direct Parent Plus Loan ( <i>Parent Signature Required</i> )
__ Direct Unsubsidized Loan	__ Direct Graduate Plus Loan

 (*includes Graduate unsubsidized loans*)
- Please select to cancel, change the amount, reinstate a cancelled loan, or adjust your loans to a different term:**

<p><b>If you would like to CANCEL your loans, select each term that you wish to cancel.</b></p> <p><i>Please note that cancelling your loans can cause a balance to occur on your student account.</i></p> <p><i>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></p> <p><i>(Example of two term loan- Fall/Spring or Spring/Summer)</i></p>	<p><b>If your loans are already accepted and you would like to CHANGE THE AMOUNT (reduce or increase), enter the gross amount for each term that you wish to borrow.</b></p> <p><i>If the amount is for two terms, the amounts must be the same for both terms.</i></p> <p><i>Please note that an origination fee will be deducted from the gross amount requested.</i></p> <p><i>Your loans will be automatically adjusted based on your eligibility.</i></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><b>If you declined your loans or if they were cancelled and you would like to REINSTATE your loans for their full amount, select each term for the reinstatement.</b></p> <p><i>Your loans will be automatically adjusted based on your eligibility.</i></p>	<p><b>If you would like to ADJUST your loans to a different term, select each term you would like your loans adjusted to.</b></p> <p><i>If you adjust your loan to one term and then decide to attend the next term, you may not have funds available.</i></p> <p><i>Your loans will be automatically adjusted based on your eligibility.</i></p>
Reinstate cancelled Fall Loan <input type="checkbox"/>	Fall Loan <input type="checkbox"/>
Reinstate cancelled Spring Loan <input type="checkbox"/>	Spring Loan <input type="checkbox"/>
Reinstate cancelled 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 (MUST BE A HANDWRITTEN 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](mailto: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: