Loan Request Change Form
2016-2017

Please complete the following information indicating the type of loan you would like to accept, decline or make changes to.

Before completing this form, please read carefully below:

1) If you are enrolled fall/spring, the total amount you have been awarded is for the entire academic year and split 50/50. If you are requesting to move funds from one semester to another, you understand that requesting this will leave you with less funds in the other semester.

2) All Federal Direct Loans have origination fees deducted prior to funds disbursing to the school. If you are requesting to receive a specific amount of money, please indicate the exact (net) amount you want to receive after fees to ensure that your awards are calculated correctly.

Student Name (print)  ___________________________  Millersville ID Number  ___________________________  Contact Phone Number  ___________________________

Federal Direct Stafford Loans

Adjustments to Direct Stafford Loans must be made by the student borrower. Check ONLY the boxes that apply:

Subsidized Loan:
[ ] Accept  [ ] Decline  [ ] Reduce to / by $________  [ ] Increase to / by $________ for  [ ] Fall/Spring  [ ] Fall only  [ ] Spring only

Unsubsidized Loan:
[ ] Accept  [ ] Decline  [ ] Reduce to / by $________  [ ] Increase to / by $________ for  [ ] Fall/Spring  [ ] Fall only  [ ] Spring only

SPECIAL NOTES:
[ ] I want just enough money to cover my bill  [ ] Requesting Grade Level Increase  [ ] Returning Refund
[ ] Request Loan to be processed in one term  [ ] Withdraw/Leave of Absence**  [ ] Transfer**

Federal Direct PLUS Loans

Adjustments to Federal Direct Parent Plus Loans must be made by the parent borrower. NOTE: Endorsed PLUS loans cannot be increased.

[ ] Accept  [ ] Decline  [ ] Reduce to / by $________  [ ] Increase to / by $________ for  [ ] Fall/Spring  [ ] Fall only  [ ] Spring only

SPECIAL NOTES:
[ ] I want just enough money to cover my bill  [ ] Withdraw/Leave of Absence/Transfer**  [ ] Returning Refund

Private Alternative Loans

Adjustments to Private Alternative Loans must be made by the student borrower. To increase your loan, contact your lender. To decrease or cancel your loan, fill out the information below.

[ ] Decline  [ ] Reduce to / by $_____________ for  [ ] Fall/Spring  [ ] Fall only  [ ] Spring only

LENDER NAME/SPECIAL NOTES:
[ ] I want just enough money to cover my bill  [ ] Withdraw/Leave of Absence/Transfer**  [ ] Returning Refund

P: 717-871-5100  F: 717-871-7980
fa.mail@millersville.edu

* If withdrawing, taking a LOA or Transferring (prior to start of term), student must also complete official form with Registrar’s office **