Millersville University Office of Financial Aid

LOAN REQUEST/CHANGE FORM

Please complete the following information indicating the type of loan you would like to request/change. You will receive a revised award notice, which will reflect the changes requested. If the term of the loan change encompasses the entire academic year (2014-2015), please be aware that both Fall and Spring disbursements will be affected. If you have any questions, please contact the Office of Financial Aid.

Student Name (please print) _________________________________
Millersville University ID Number ____________________________
Contact Phone Number (_________)__________________________

☐ Subsidized Stafford
☐ Unsubsidized Stafford
☐ PLUS Loan
☐ Alternative Loan


SPECIAL NOTES: __________________________________________

☐ Increase to / by $______________
☐ Reduce to / by $______________
☐ Want just enough to cover balance due* (will not cover late fee)
☐ Grade Level Increase – Is or Will be (circle one): Sophomore  Junior
☐ Request loan to be processed all in one term (circle one): Fall  Spring
☐ If returning refund, write “refund” in the reduce to / by line.
☐ Cancel Entire Loan - Reason:  □ Refused  □ Transfer**  □ Withdrawal/Leave of Absence**
**Must also complete official Registrar form

☐ Reduce to / by $______________
☐ Request loan to be processed all in one semester :   Fall   Spring
☐ If returning refund, write “refund” in the reduce to / by line.
☐ Cancel Entire Loan - Reason:  □ Refused  □ Transfer**  □ Withdrawal/Leave of Absence**
**Must also complete official Registrar form

☐ Reduce to / by $______________
☐ Request loan to be processed all in one term (circle one): Fall  Spring
☐ Want just enough to cover balance due* – Check this box and write “bill” on “increase to” or “reduce to” line.
☐ If returning refund, write “refund” in the reduce to / by line.
☐ Cancel Entire Loan - Reason:  □ Refused  □ Transfer**  □ Withdrawal/Leave of Absence**
**Must also complete official Registrar form

☐ Reduce to / by $______________
☐ Request loan to be processed all in one term (circle one): Fall  Spring
☐ Want just enough to cover balance due* – Check this box and write “bill” on “reduce to” line.
☐ If returning refund, write “refund” in the reduce to / by line.
☐ Cancel Entire Loan - Reason:  □ Refused  □ Transfer**  □ Withdrawal/Leave of Absence**
**Must also complete official Registrar form

*Please note: loan amount will be calculated based on bill at the time this form is processed, unless we are notified otherwise.

Student Signature _____________________________________ Date  _____________________
Phone request from _____________________________ Taken by _________  Date _______________

☐ If withdrawing (prior to the start of a term) or transferring, cancel grants:  □ Pell  □ PHEAA  □ Other _________
Give to Emi for cancellation of grants ___________

For Office Use Only
Total Credits Earned _________
Independent / Dependent / Grad / PBC

□ Pell
□ PHEAA
□ Other

Give to Emi for cancellation of grants