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 fewer 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  MILLERSVILLE ID NUMBER  CONTACT PHONE NUMBER

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**FEDERAL DIRECT LOANS**

- Adjustments to Direct Subsidized and Unsubsidized Loans must be made by the **STUDENT** borrower.
- Adjustments to Federal Direct Parent PLUS Loans must be made by the **PARENT** borrower. **NOTE:** Endorsed PLUS loans cannot be increased.

**SUBSIDIZED LOAN:**

- [ ] Accept
- [ ] Decline
- [ ] Reduce (circle one) to / by __________
- [ ] Increase (circle one) to / by __________

**SELECT TERM:**

- [ ] Fall/Spring
- [ ] Fall Only
- [ ] Spring Only
- [ ] Summer 1
- [ ] Summer 2
- [ ] Summer 3

**UNSUBSIDIZED LOAN:**

- [ ] Accept
- [ ] Decline
- [ ] Reduce (circle one) to / by __________
- [ ] Increase (circle one) to / by __________

**SELECT TERM:**

- [ ] Fall/Spring
- [ ] Fall Only
- [ ] Spring Only
- [ ] Summer 1
- [ ] Summer 2
- [ ] Summer 3

**PLUS LOAN:**

- [ ] Accept
- [ ] Decline
- [ ] Reduce (circle one) to / by __________
- [ ] Increase (circle one) to / by __________

**SELECT TERM:**

- [ ] Fall/Spring
- [ ] Fall Only
- [ ] Spring Only
- [ ] Summer 1
- [ ] Summer 2
- [ ] Summer 3

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**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.

**LENDER NAME:** ________________________________________

- [ ] Decline
- [ ] Reduce (circle one) to / by __________

**SELECT TERM:**

- [ ] Fall/Spring
- [ ] Fall Only
- [ ] Spring Only
- [ ] Summer 1
- [ ] Summer 2
- [ ] Summer 3

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**SPECIAL NOTES**

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

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**PHONE REQUESTS:** (Print name of Student or Parent based on request)  
________________________

**STAFF NAME:** (Who took request OR collected form)  
________________________

**IN OFFICE REQUESTS:** (Signature of Student or Parent based on request)  
________________________

**DATE:**  
________________________