

# FEDERAL DIRECT LOAN CHANGE REQUEST FORM 2019-20

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Date of Birth \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_ SSN \_\_\_\_\_

**Please check the appropriate option:**

## NEW LOAN

\_\_\_\_\_ Process a new loan for \$ \_\_\_\_\_. ☐ Summer ☐ Fall ☐ Spring

\_\_\_\_\_ Divide my full loan evenly over the semesters indicated. ☐ Summer ☐ Fall ☐ Spring

## CANCEL OR REDUCE LOAN

\_\_\_\_\_ Cancel my loan(s) for the semester/year. ☐ Summer ☐ Fall ☐ Spring

\_\_\_\_\_ Reduce my semester loan amount to \$ \_\_\_\_\_. ☐ Summer ☐ Fall ☐ Spring

\_\_\_\_\_ Reduce my total loan amount for the year to \$ \_\_\_\_\_. ☐ Summer ☐ Fall ☐ Spring

## MOVE ALREADY PROCESSED LOAN

\_\_\_\_\_ Move \$ \_\_\_\_\_ from \_\_\_\_\_ semester(s) to \_\_\_\_\_ semester(s).

### Student Certification

- Awarded loan amounts are subject to change based on approval and continued eligibility. Loans may be prorated based on the student's expected graduation date.
- I understand that I must be **registered for at least 6 undergraduate credit hours or 5 graduate credit hours per semester** and **must attend classes** to be eligible for my student loan funds.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### What May Happen if I Move Loan Money?

- Annual loan amounts are based on the student's major, grade level, and dependency status. If you choose to move loan money from one semester to another, you will not get additional loan funds for the year.
- You will owe more money for the following semester if you move loan money from one semester to another.
- You may not have enough to cover the next semester if you max out your award for one semester.
- Once you use your annual loan amount, you can't receive additional loan money until the next academic year.
- You should be prepared to pay your tuition bill if you do not have enough financial aid (including student loans) to cover your balance.
- Just because you request loan money to be moved, your request may not be processed.
  - You may have reached your maximum eligibility for the term.
  - Your loan may be prorated if you are graduating before the end of the academic year.

## For Office Use Only

<b>Indep or Dep</b>	Year _____ in a _____ year program	<b>COE</b>	_____	<b>Semester</b>	_____
<b>Hours Enrolled</b>	SM _____ FA _____ SP _____	<b>Family Cont</b>	_____		_____
<b>Entrance Interview</b>	_____ SAP _____	<b>Total Aid</b>	_____		_____
<b>MPN</b>	_____ GRAD _____	<b>Unmet Need</b>	_____		_____
		<b>\$ Requested</b>	_____		_____

SULA Eligibility:

Max Sub Elig Period \_\_\_\_\_ Sub Elig Used \_\_\_\_\_ Remaining Sub Elig. \_\_\_\_\_

Loans Awarded	Year	Semester
Sub	_____	_____
Unsub	_____	_____
PLUS	_____	_____

### Disbursement Dates

Sub	\$ _____	1. _____
Unsub	\$ _____	2. _____
Total	\$ _____	3. _____

Loan Aggregate Balance \_\_\_\_\_

Subsidized/Combined

Holds/Notes \_\_\_\_\_

**Return this form to the Student Business Center at Shawnee State University, Fax to 740-351-3435, or use the Document Upload Process in MySSU**