



# LOAN ADJUSTMENT REQUEST

Academic Year: \_\_\_\_\_ - \_\_\_\_\_

Office of Student Financial Aid Mike Loya ASB Rm. 204.

Phone: (915)747-5204. Fax: (915)747-5631

Print Student Name: \_\_\_\_\_ Phone Number/Cell # \_\_\_\_\_ UTEP ID # \_\_\_\_\_

Select one:  Undergraduate OR 2<sup>nd</sup> Bachelor's (UG)  Graduate (GR-Masters) /PhD (DR)  Certification (CERT)

To make adjustments to loans you accepted, please complete and submit this form to the Office of Student Financial Aid; **the process can take up to 10 business days.** This adjustment may delay the disbursement of your loan. Please keep in mind adjustments will be processed based on federal guidelines, other aid received and remaining eligibility based on all schools attended during the current academic year. Loans will be prorated based on actual enrollment. At least half-time enrollment is required (½Time is 6-8 credits for undergraduate or 4.5+ credits for graduate students). **Both the Entrance Counseling and Master Promissory Note must be completed online at: [www.studentloans.gov](http://www.studentloans.gov).** We will contact you if we cannot process your request. Understand there is a limit to the amount of assistance you can receive every semester. All financial aid for the semesters following graduation will be cancelled and an Exit Counseling will be required online at [www.studentloans.gov](http://www.studentloans.gov).

### 1. TO CANCEL AN ACCEPTED LOAN:

\_\_\_\_ I request to cancel my subsidized loan for:  FALL and/or  SPRING or  SUMMER  
\_\_\_\_ I request to cancel my unsubsidized loan for:  FALL and/or  SPRING or  SUMMER

### 2. TO REINSTATE, INCREASE OR DECREASE: You MUST indicate an amount or "max" to request up to the cost of attendance or the yearly limit, if eligible.

#### Subsidized Loan

#### Unsubsidized Loan

Increase by\*:  Decrease by:  Reinstate for:  Increase by\*:  Decrease by:  Reinstate for:

Fall \$ \_\_\_\_\_ Fall \$ \_\_\_\_\_ Fall \$ \_\_\_\_\_ Fall \$ \_\_\_\_\_ Fall \$ \_\_\_\_\_ Fall \$ \_\_\_\_\_  
Spring \$ \_\_\_\_\_ Spring \$ \_\_\_\_\_ Spring \$ \_\_\_\_\_ Spring \$ \_\_\_\_\_ Spring \$ \_\_\_\_\_ Spring \$ \_\_\_\_\_  
Summer \$ \_\_\_\_\_ Summer \$ \_\_\_\_\_ Summer \$ \_\_\_\_\_ Summer \$ \_\_\_\_\_ Summer \$ \_\_\_\_\_ Summer \$ \_\_\_\_\_

### 3. PARENT PLUS LOAN: (The last two options in this section, require the parent signature.)

\_\_\_\_ My Parent Plus loan was denied. I would like to accept \$ \_\_\_\_\_ in additional unsubsidized loan eligibility.  
\_\_\_\_ My Parent requests the "accepted" Parent Plus loan be decreased by \$ \_\_\_\_\_.  
\_\_\_\_ My Parent requests the "accepted" Parent Plus loan be cancelled for:  FALL and/or  SPRING or  SUMMER

### 4. GRADUATING and requesting all aid available: (only applicable if this is your last semester)

I am graduating on: \_\_\_\_\_ (enter MM/YYYY).  
If eligible, I request an increase on the loan(s) for the last semester I am enrolled:  
 Maximum (Subsidized & Unsubsidized) OR  
 \$ \_\_\_\_\_ in SUB \$ \_\_\_\_\_ in UNSUB (You may indicate "MAX")

\*For increase requests, attach a print-out of your "Aid Summary" available at [www.nsls.ed.gov](http://www.nsls.ed.gov) ;log in with FSA ID (or create one) then print.

\_\_\_\_\_  
Handwritten Student Signature Date \*Parent Signature/Date required on changes done to PLUS loans

OFFICE USE ONLY:

IND or DEP	HM	OFF	ON	CA	ALTCERT	<input type="radio"/> Check Aggregate Amounts	STAFF Name & Date Processed
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