



A. Borrower Information

Who is completing this change request?

☐ Student (for student loans, i.e. Subsidized/Unsubsidized, Grad PLUS)

☐ Parent (for parent loans, i.e. PLUS)

**\*Please note, students cannot complete change requests for parent loans and parents cannot complete change requests for student loans.**

Borrower Last Name	First Name	M.I.	Borrower Social Security Number
Borrower Email			Student's P#/People Code ID

B. Loan Change Request

I would like to:

☐ Increase my loan(s) by a certain amount.

☐ Decrease my loan(s) by a certain amount.

☐ Cancel my loan(s) - Reduce to \$0.

I would like to change the amount by: \$\_\_\_\_\_. \*For increase/decrease requests only.

For increase requests, Federal student and parent loans have an origination fee; therefore, the amount you may receive as a disbursement may be slightly lower than the amount you accept. An origination fee is a percentage of your loan amount charged by Department of Education for the processing of your loan. Subsidized/Unsubsidized Loan - 1.057%; PLUS Loan - 4.228%

I am requesting to change my loan(s) for the following semester(s):

☐ Fall 2025 and Spring 2026 (Full Academic Year)

☐ Fall 2025 Only

☐ Spring 2026 Only

☐ Summer 2026 Only



**C. Financial Aid Information**

Please select which loan(s) you would like to increase, decrease, or cancel.

- ☐ Direct Subsidized Loan
- ☐ Direct Unsubsidized Loan
- ☐ Private/Alternative Loan
- ☐ Parent PLUS Loan (for parents of dependent undergraduate students only)
- ☐ Grad PLUS Loan (for graduate students only)
- ☐ Randolph College PLITT Loan
- ☐ I don't know! Could someone from Financial Aid let me know?

**D. Statement of Understanding**

I understand that:

- ☐ If I am decreasing or cancelling a loan, this may create a balance due on my or my student's account. I/we have checked this information under "Finances" on the Student Self-Service portal or contacted the Business Office to confirm.
- ☐ My loan change request is subject to term, yearly, and lifetime loan limits and total cost of attendance.

**E. Signature**

By signing this request, I certify that to the best of my knowledge all information provided on this form is complete and correct.

Borrower Signature	Date