

Please complete this form indicating the type of loan for which you would like to make changes or decline. **Before completing this form, please read the following information carefully:**

- 1) If you are enrolled in both the fall and spring terms, the total amount you have been awarded is for the entire academic year and is divided equally over the fall and spring terms. If you are requesting to move funds from one semester to another, you understand that requesting this will leave you with less 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.
- 3) If you are requesting to move money from spring to fall, please read the back of this form and indicate the reason below.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
PennWest ID Number

\_\_\_\_\_  
Contact Phone Number

## Federal Direct Loans

Adjustments to Federal Direct Loans must be made by the **student** borrower. Check ONLY the boxes that apply:

### Subsidized Loan:

Cancel    Reduce by \$ \_\_\_\_\_    Increase by \$ \_\_\_\_\_    Fall/Spring    Fall Only    Spring Only    Summer Only

### Unsubsidized Loan:

Cancel    Reduce by \$ \_\_\_\_\_    Increase by \$ \_\_\_\_\_    Fall/Spring    Fall Only    Spring Only    Summer Only

### REASON:

- I only want enough money to cover my bill. <sup>1</sup>   
  Request Grade Level Increase   
  Withdrawal/Transfer <sup>2</sup>  
 Request full loan eligibility amount to be processed in one term    Specify term: \_\_\_\_\_

## Federal Direct PLUS Loans (Parent PLUS or Grad PLUS)

Adjustments to Federal Direct Parent Plus Loans must be made by the **parent** borrower. **NOTE:** Endorsed PLUS loans cannot be increased.

Cancel    Reduce by \$ \_\_\_\_\_    Increase by \$ \_\_\_\_\_    Fall/Spring    Fall Only    Spring Only    Summer Only

### SPECIAL NOTES:

- I only want enough money to cover my bill. <sup>1</sup>   
  Withdrawal/Transfer <sup>2</sup>

## Private Alternative Loans

Adjustments to Private Alternative Loans must be made by the **primary** borrower. To increase your loan, please contact your lender. To decrease or cancel your loan, please fill out the information below.

Cancel    Reduce by \$ \_\_\_\_\_    Fall/Spring    Fall Only    Spring Only    Summer Only

### LENDER NAME/SPECIAL NOTES:

- I only want enough money to cover my bill. <sup>1</sup>   
  Withdrawal/Transfer <sup>2</sup>

\_\_\_\_\_  
Signature of student or parent based on request

\_\_\_\_\_  
Date

1 - Requesting funds to cover your balance may result in owing a small balance (ex: \$1 or less) due to our Cash Handling Policy.

2 - If withdrawing or transferring prior to the start of the term, please notify the Registrar's Office in order to complete any necessary forms.

**\*\*PLEASE ALLOW UP TO 2 WEEKS FOR PROCESSING\*\***

## What you can use student loans for

According to the Office of Federal Student Aid, you can usually use your loan amount for the following purposes:

- **College tuition and fees:** Fees include institutional fees and fees associated with obtaining a licensure/certification/first professional credential incurred while the student is still enrolled.
- **Room and board:** Student loans can pay for your living expenses and meals, including on-campus housing and school meal plans — or off-campus apartments and groceries you purchase yourself.
- **Books/supplies/equipment:** You can use your loans to buy the books/supplies/equipment necessary for your schoolwork, such as notebooks, planners, a personal computer, software, or a camera if you enrolled in a photography class.
- **Personal expenses:** If you need personal items, such as bed linens for your dorm or a microwave for your off-campus apartment, you can use your loans to buy those things.
- **Dependent care expenses:** If you have a child that needs care while you're in school, your loans can pay for childcare.
- **Transportation:** You can use your loans to pay for commuter costs, like operating and maintaining a car, gas, or car insurance. Or, you can use your loans to pay for a bus or train pass.

## What you shouldn't use student loans for

If you have student loan money left over after paying for your tuition, room and board, and other necessary supplies, don't spend it on the following things:

- **Entertainment:** Whether it's movie tickets or a Netflix subscription, your student loans aren't meant to pay for entertainment expenses.
- **Gym memberships:** Instead of using your loans to pay for your gym membership, use the university's provided facilities.
- **Travel:** Don't use your loans for vacations, spring break or otherwise.
- **Dining out:** While student loans can be used to pay for your regular meals, don't waste your money on restaurants or takeout food.

Why is using your student loans for these expenses such a bad idea? For one, you're simply not allowed to do so in the loan terms. When you take out loans, you have to sign a promissory note or loan agreement. In that agreement, **you must certify that you will only use the loan for education-related expenses.**

In the case of federal student loans, you have to make that certification under the penalty of perjury. While it's unlikely that anyone will check your bank account to see how you used your loans, there could be serious consequences if you're caught breaking your agreement.

Even if you're not caught, it's still not a good idea to use your loans for other expenses. That's because you'll need to start making loan payments — with interest — once you graduate. Borrowing beyond your financial need and spending money on splurges now means you'll have to pay even more later due to accrued interest. Also, there are federal loan limits on how much you can borrow, so you will need to turn to a private lender if you borrow too much too fast.

The most important thing is to avoid spending your refund money on your next spring break or house party. **Using your refund on nonessential spending violates your loan agreement.** Plus, you'll pay for the splurge later —with interest— when the first bills for your student loan debt start showing up in the mail.

If you need the money for living expenses that meet your school's eligibility requirements, you can use your refund to cover those.

**NOTE: By signing the loan change request form on the front page, you are reaffirming you will be utilizing federal funds for educational-related expenses.**