



Loan Change Request Form 2022-2023

P: 814-393-2315 F: 814-393-2520
stfinservice@clarion.edu

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

- 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 split 50/50. 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.

Student Name (print)

Penn West ID Number

Contact Phone Number

Federal Direct Stafford Loans

Adjustments to Direct Stafford 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

SPECIAL NOTES:

I want just enough money to cover my bill Requesting Grade Level Increase Withdraw** Transfer**
Request Loan full 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 want just enough money to cover my bill Withdraw/Leave of Absence/Transfer**

Private Alternative Loans

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

Cancel Reduce by \$ _____ Fall/Spring Fall only Spring only Summer only

LENDER NAME/SPECIAL NOTES:

I want just enough money to cover my bill Withdraw/Transfer**

Signature of Student or Parent based on request

DATE:

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

**** If withdrawing or transferring (prior to start of term), student must also complete official form with Registrar's office ****