



*OFairfield University
Office of Financial Aid*

LOAN CHANGE FORM

This form is required from the borrower in order for the Office of Financial Aid to adjust the amount of a Direct Stafford Loan (Student), Direct Plus Loan (Parent) or Graduate PLUS Loan (Student).

IF THIS FORM WILL BE USED TO REQUEST FEDERAL LOAN FUNDS, IT IS REQUIRED THAT THE STUDENT HAS:

- ENROLLMENT OF SIX OR MORE CREDITS FOR THE SEMESTER IN WHICH THE FUNDS ARE REQUESTED
- AN OFFICIAL FAFSA ON FILE FOR THE CURRENT ACADEMIC YEAR www.fafsa.ed.gov
- COMPLETED THE DIRECT LOAN MASTER PROMISSORY NOTE (MPN) www.studentloans.gov
- COMPLETED THE DIRECT LOAN ENTRANCE COUNSELING www.studentloans.gov
- COMPLETED THE DIRECT PLUS LOAN ENTRANCE COUNSELING (GRADUATE STUDENTS ONLY)
- COMPLETED STUDENT AND/OR PARENT AUTHORIZATION FORM

***LOAN AMOUNTS MAY NOT EXCEED THE COST OF ATTENDANCE MINUS ANY FINANCIAL AID FOR ANY SEMESTER!**

PLEASE COMPLETE ALL ITEMS BELOW TO ENSURE TIMELY PROCESSING OF YOUR LOAN REQUEST:

STUDENT NAME (LAST, FIRST): _____ FAIRFIELD ID#: _____

PHONE: _____ - _____ - _____ E-MAIL: _____ @ _____

ACADEMIC YEAR: _____ DEGREE PROGRAM: _____

NEW LOAN FUNDS ADDITIONAL FUNDS ON A PREVIOUS LOAN (CHECK ONE)

LOAN TYPE/AMOUNT: **DIRECT \$** _____ **GRADUATE PLUS \$** _____ **PARENT PLUS \$** _____

SEMESTER: **FALL** **SPRING** **SUMMER**

NUMBER OF CREDITS: _____ *FEDERAL LOANS REQUIRE ENROLLMENT OF AT LEAST SIX CREDITS PER SEMESTER.

IN ADDITION TO THE INTEREST, THERE ARE FEES ASSOCIATED WITH BORROWING A FEDERAL DIRECT PLUS LOAN. MORE INFORMATION CAN BE FOUND ON THE [HTTPS://STUDENTAID.ED.GOV/SA/TYPES/LOANS/PLUS](https://studentaid.ed.gov/sa/types/loans/plus). THIS FEE IS DEDUCTED FROM THE LOAN BY THE DEPARTMENT OF EDUCATION BEFORE THE PROCEEDS ARE CREDITED TO YOUR STUDENT ACCOUNT.

To return loan funds that have already been disbursed, or decrease the amount of a pending disbursement complete the section below. If a refund check has been issued that you no longer need, include the voided check with this request.

REDUCE BY RETURN (CHECK ONE)

LOAN TYPE/AMOUNT: **DIRECT \$** _____ **GRADUATE PLUS \$** _____ **PARENT PLUS \$** _____

ALTERNATIVE LOAN \$ _____ **NAME OF LENDER:** _____

SEMESTER: **FALL** **SPRING** **SUMMER**

BORROWER NAME (PRINT) _____

BORROWER SIGNATURE _____

DATE _____

*In signing this letter, I understand that **there are fees** that are deducted from the loan prior to the disbursement to the university by Direct Loans as outlined in the Notice of Guarantee and Disclosure Statement. In signing this letter, I am authorizing the Office of Financial Aid to increase/decrease my Federal Plus loan.*

Office Use Only: LOANRQ