



2024-2025 Loan Change Form

Submit this form if you wish to request an adjustment, such as an increase or decrease, on your federal loans. You will receive a revised award notification reflecting the changes you request below.

Name: _____ TCID#: _____ Phone: _____

Instructions: Complete this section to make adjustments to your federal or private student loan. Please note, you must be enrolled at least half-time (5 credits or equivalent) to receive federal student aid. Please factor in any [loan origination fees](#) that may be deducted from your total request when requesting reinstatement or an increase in your federal loan(s).

You may only receive federal/private loans in combination with other aid (i.e.: scholarship, other federal aid, stipend) up to your [Cost of Attendance \(COA\) budget](#) each academic year set forth by Teachers College.

Loan Type	Increase Total By	Decrease Total By <small>*Indicate the net disbursement if the funds have already paid.</small>	Reinstate Total By <small>*Only use if your loan is currently at a canceled or declined status.</small>	Decline Loan <small>*Indicate the net disbursement if the funds have already paid.</small>	Semester <i>Please indicate the semester(s) applicable to your loan change request**</i>
Direct Unsubsidized Loan	\$	\$	\$	\$	<input type="checkbox"/> Fall Only <input type="checkbox"/> Spring Only <input type="checkbox"/> Fall/Spring <input type="checkbox"/> Summer Only <input type="checkbox"/> Other: _____
Direct Graduate PLUS Loan*	\$	\$	\$	\$	<input type="checkbox"/> Fall Only <input type="checkbox"/> Spring Only <input type="checkbox"/> Fall/Spring <input type="checkbox"/> Summer Only <input type="checkbox"/> Other: _____
Private Loan	\$	\$	\$	\$	<input type="checkbox"/> Fall Only <input type="checkbox"/> Spring Only <input type="checkbox"/> Fall/Spring <input type="checkbox"/> Summer Only <input type="checkbox"/> Other: _____

*The Graduate PLUS Loan requires a credit check for approval. If you have a valid credit check on file, the Office of Financial will process your request in accordance with federal regulations. If your credit was previously denied and you are then approved with a credit appeal or endorser, you must complete a new PLUS E-MPN and PLUS Credit Counseling to receive PLUS loan funds.

IMPORTANT INFORMATION ABOUT YOUR LOAN ADJUSTMENT REQUEST

If you are requesting a loan increase/reinstatement:

- ❖ The total increase request above will affect the term(s) you have indicated on the form. If you do not specify the terms, the Office of Financial Aid will adjust your loan(s) across all terms of enrollment (i.e., a \$10,000 loan increase request will be split \$5,000 in Fall and \$5,000 in Spring).
- ❖ If you are only enrolled in one single term throughout the entire academic year (i.e.: Fall only, or Spring only), you may complete a [Repackaging Form](#) to update your aid period for loans to be disbursed in one academic term.
- ❖ If you are adjusting your loan for a single term, the Office of Financial Aid must receive your request **no later than** one week prior to the end of that term.

If you are requesting a loan decrease/cancellation:

- ❖ The total decrease/cancellation request above will affect the term(s) you have indicated on the form. If you do not specify the terms, the Office of Financial Aid will adjust your loan(s) across all terms of enrollment (i.e., a \$10,000 loan decrease request will be split \$5,000 in Fall and \$5,000 in Spring).
- ❖ If a loan has already disbursed for a particular term, the total decrease/cancellation request will be processed across the term(s) indicated on the form and this may result in an outstanding balance. If this occurs, you will need to submit your payment to cover the outstanding balance to the Bursars office when submitting this request.
- ❖ Loan funds that have been disbursed can only be decreased or canceled **within 45 days** of the date of disbursement.

My signature gives the Office of Financial Aid permission to adjust my awards based on the above information.

Signature: _____

Date: _____

FOR OFFICE USE ONLY
Processor & Date: _____

WE WILL ONLY ACCEPT PHYSICAL SIGNATURES OR ADOBE DOCUSIGN SIGNATURES