



Office of Student Financial Assistance

## GRADUATE (2020 - 2021) REDUCTION REQUEST (Federal Direct Loan)

Please submit this form to the Office of Student Financial Assistance if you are requesting a reduction to or cancellation of an existing federal loan. You have the right to cancel all or a portion of any federal loan before disbursement and up to fourteen (14) days after the date on your Notice of Disbursement. This form must be received in the Office of Student Financial Assistance within fourteen (14) days from date of your loans disbursement notice.

Student Name \_\_\_\_\_ CUA ID # \_\_\_\_\_  
(Please print)

CUA Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Fill in the **Gross** dollar amounts that you want to retain for each term. If you type Gross amounts below; this PDF form will help you calculate and understand the Net loan dollars that will be applied to each semester.

Loan Type	Fall			Spring			Summer			Total		
Federal Direct Unsubsidized		1.057%			1.057%			1.057%				
	Gross (Please Enter)	Loan Fee	Net	Gross (Please Enter)	Loan Fee	Net	Gross (Please Enter)	Loan Fee	Net	Gross	Loan Fee	Net
Federal Direct Graduate PLUS		4.228%			4.228%			4.228%				
	Gross (Please Enter)	Loan Fee	Net	Gross (Please Enter)	Loan Fee	Net	Gross (Please Enter)	Loan Fee	Net	Gross	Loan Fee	Net

I am requesting the Office of Financial Aid to make a change to my loan(s) as indicated above.

Student's Signature \_\_\_\_\_

NOTE: Signature must be handwritten. Computer fonts not acceptable.

\_\_\_\_\_ Date

**Loan acceptance should be completed prior to the start of the semester to avoid billing delays. Late acceptance must be completed at least two weeks prior to courses ending. Students must be enrolled at least half-time in order to receive Federal Direct Loans.**

### Returning/Repaying Federal Loan Funds after Fourteen (14) Days

After fourteen (14) days from the loan disbursement date, you may still return funds by sending a check to:

U.S. Department of Education  
Attention: Payment Center  
P.O. Box 530260  
Atlanta, GA 30353-0260

**After fourteen (14) days any returned funds are treated as a prepayment of your loan and you would be responsible for any loan fees and accrued interest on the amount returned.** To ensure that the payment is properly credited, you need to include a cover letter stating which loan or loans the funds should be applied to, and in what amounts (if repayment is being split between loans).

### USE ONE OF THE FOLLOWING METHODS TO RETURN THIS FORM:

MAIL	FAX	EMAIL
The Catholic University of America Father O'Connell Hall, Suite M300 620 Michigan Avenue, NE Washington, DC 20064	202-319-5573	cua-faforms@cua.edu