

Office of Student Financial Assistance

Student's Name: _____ Student ID: _____
(Please print)

Enrollment Status: Undergraduate Graduate Half-time enrollment required to receive direct loans:
Undergraduate: 6 credits Graduate: 4 credits

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. **Loan acceptance/adjustments are required before classes begin but no later than two weeks prior to the last day of classes.** Signatures below are an acknowledgment that a reduction may result in a balance due, you will monitor your bill to resolve your balance to prevent late fees or holds, and you will complete a loan agreement(MPN) and entrance counseling if required at studentaid.gov.

Federal Direct Loans

Increase/Reinstate Reduce/Cancel

Enter the **total(Gross)** amount you want to receive for each semester. **Input 0** in the semester you want to cancel.

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

Increase your Federal Loans Due to a Grade Level Change

Complete this section if you are requesting an increase to your Federal Direct Stafford Loan due to a change level change. Please indicate your new grade level:

Sophomore (30 – 59 credits) Junior/Senior (60 credits or higher) Graduate Student

Student Signature: _____ Date: _____

NOTE: (Signatures must be handwritten. Visit <https://financial-aid.catholic.edu/faq/signingdocuments.html> to learn how to create a handwritten digital signature.)

PLUS Loan Borrowers: DO NOT submit an increase request if your PLUS Loan was approved with an endorser. A new application and new Loan Agreement (MPN) are required. If the new amount requested is for a different loan period or the credit check has expired, a new PLUS Loan Application is required. Parent borrower name and signature are required to adjust Parent PLUS Loans and must match original application. By signing this form I authorize Catholic University of America to initiate a credit check and understand that credit check will be completed by the U.S. Department of Education.

Parent Borrower Name: _____ Date: _____

NOTE: Parent borrower name and signature is only required to adjust Parent PLUS Loans.

Parent Borrower Signature: _____

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: or contacting your loan servicer. **Please contact our office prior to returning funds.**

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:

IN-PERSON	FAX	EMAIL
CUA Student Financial Assistance Fr. O'Connell Hall, Suite M300 620 Michigan Avenue NE Washington, D.C. 20064	(202) 319-5573	cua-faforms@cua.edu