

Student's Name: \_\_\_\_\_  
(Please print)

Student ID: \_\_\_\_\_

Enrollment Status: Undergraduate Graduate

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

Annual loan eligibility is prorated if enrolled in less than 12 credits for Undergraduates and less than 8 credits for Graduates. No more than 50% of your annual loan limit can be received in one semester.

**Loan acceptance/adjustments 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		
Federal Direct Subsidized		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 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 PLUS Loan		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

**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: \_\_\_\_\_

**PLUS Loan Borrowers:** DO NOT 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: \_\_\_\_\_

NOTE: All signatures must be handwritten.

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

After fourteen (14) days from the loan disbursement date, loan funds may be returnable. Please contact our office to determine your eligibility to return funds. Payments made directly to your loan servicer cannot be re-borrowed. Returned funds may be treated as a prepayment of your loan and you would be responsible for any loan fees and accrued interest on the amount returned.

USE ONE OF THE FOLLOWING METHODS TO RETURN THIS FORM:

MAIL or IN-PERSON	FAX	CARDINAL STATION
Student Financial Assistance Fr. O'Connell Hall, Suite M300 620 Michigan Avenue NE Washington, D.C. 20064	202-319-5573	<b>financial-aid.catholic.edu/upload</b> (requires student login)