This form should be used to:

- Decrease, cancel or change a previously accepted Federal Stafford loan. Loan funds that have not yet been disbursed may be cancelled or reduced at any time. Loan funds that have been disbursed can only be cancelled or reduced through St. John's University within 30 days of the date of disbursement.
- Federal student loan funds may be cancelled within 120 days of the date of disbursement through the Direct Loan Servicing Center at www.NSLDS.ed.gov.
- Increase, decrease, or cancel a Graduate PLUS loan.
- Decrease or cancel a private loan.

- To increase your private loan, you must complete an additional application with your private loan lender.
- To make adjustments to a Federal Parent PLUS loan you must use the Federal Direct PLUS change form, available online at www.stjohns.edu.
- Since loans are traditionally processed fall/spring changes in loan amounts will likewise be processed fall/spring.

**Student Information**

Name: _____________________________________  STJ ID Number: X____________________________________

Phone Number: (_______) _______ - ___________     E-mail address: ___________________________________________

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Current Loan Amount</th>
<th>Revised Loan Amount</th>
<th>Check (√) if cancelling Entire Loan Amount</th>
<th>Check (√) if you want your loan for one semester only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Subsidized Loan</td>
<td>$_________</td>
<td>$_________</td>
<td></td>
<td>Fall ☐ Spring ☐</td>
</tr>
<tr>
<td>Federal Direct Unsubsidized Loan</td>
<td>$_________</td>
<td>$_________</td>
<td></td>
<td>Fall ☐ Spring ☐</td>
</tr>
<tr>
<td>Federal Direct Graduate PLUS Loan</td>
<td>$_________</td>
<td>$_________</td>
<td></td>
<td>Fall ☐ Spring ☐</td>
</tr>
<tr>
<td>Private Loan</td>
<td>$_________</td>
<td>$_________</td>
<td></td>
<td>Fall ☐ Spring ☐</td>
</tr>
</tbody>
</table>

**Graduating?**

If you will be graduating after attending only one semester during the 2014-2015 academic year, please indicate below:

_____ Summer Semester Only  _____ Fall Semester Only

*Note: If you indicate that you are graduating and using loans for one semester only, your loan amounts will be prorated in accordance with federal regulations (# of credits taking divided by 24, multiplied by amount of loan)

I understand that my signature on this form authorizes the Office of Student Financial Services to make changes to my student loans according to the above request.

Student Signature: ____________________________________________ Date: ____________________________

Please return this form to: Office of Student Financial Services  
St. John’s University, 8000 Utopia Parkway, Queens, NY 11439, Attn: Loan Department  
Fax: (718) 990-5742