



**ST. JOHN'S UNIVERSITY**  
Office of Student Financial Services  
**2018-2019 Loan Change Form**

For office use only

This form should be used to:

- Decrease, cancel or a 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: <https://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 on line at [www.stjohns.edu](http://www.stjohns.edu).
- Since loans are traditionally processed fall/spring changes in loan amounts will likewise be processed fall/spring.
- **Federal Loan Processing Deadline:** In accordance with federal guidelines St. John's University may not originate a loan for a period in the academic year in which a student is no longer enrolled. Therefore, students enrolled for the academic year who are interested in borrowing a loan must complete the loan process within the academic year. Students who enroll for one semester in an academic year must complete the process within the period of enrollment for the semester.

**Student Information**

Name: \_\_\_\_\_ SJU ID Number: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail address: \_\_\_\_\_

	Current Loan Amount	Revised Loan Amount	Check (✓) if cancelling Entire Loan Amount	Check (✓) if you want your loan for one semester only.
Federal Direct Subsidized Loan	\$ _____	\$ _____		Fall <input type="checkbox"/> Spring <input type="checkbox"/>
Federal Direct Unsubsidized Loan	\$ _____	\$ _____		Fall <input type="checkbox"/> Spring <input type="checkbox"/>
Federal Direct Graduate PLUS Loan	\$ _____	\$ _____		Fall <input type="checkbox"/> Spring <input type="checkbox"/>
Private Loan _____ (Lender's Name)	\$ _____	\$ _____		Fall <input type="checkbox"/> Spring <input type="checkbox"/>

**Graduating?**

If you will be graduating after attending only one semester during the 2018-2019 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