St. John's University
Office of Student Financial Services
2018-2019 Federal Direct PLUS Loan Change Form

For office use only

- This form may be used to increase, decrease, or cancel a 2018-2019 Federal Direct PLUS Loan.
- This form must be completed by the parent-borrower who previously applied for and was approved for a 2018-2019 Federal Direct PLUS Loan.
- This form can not be used to apply for a Federal Direct PLUS Loan. To apply for a Federal Direct PLUS Loan, go to https://studentloans.gov.
- The information supplied on this form will be transmitted electronically to the U.S. Department of Education, its servicers, and/or agents.

Student Information:

Student's Name: _____ Student's SJU ID Number: **X**_____

Parent-Borrower Information:
The information listed below must match that of the parent-borrower who previously applied for and was approved for a 2018-2019 Federal Direct PLUS Loan.

Parent's SSN: **XXX – XX –** _____ Parent's Name: _____

Parent's Address: _____

City: _____ State: _____ Zip Code: _____

Parent's Date of Birth: _____ Parent's Phone Number: _____

Indicate the change to your existing, 2018-2019 Federal Direct PLUS Loan being requested:

☐ **Please change my total Federal Direct PLUS Loan to $ _____. (Dollar amount required)**

☐ **Please increase my PLUS Loan to include PLUS Loan fees.**

☐ **Please cancel my entire Federal Direct PLUS Loan for the 2018-2019 academic year.**

- 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.
- If the cancellation or reduction of a loan will result in a balance owed to the university, any refunds which have been issued to the student must be returned before this request will be processed.
- Loan funds may be cancelled within 120 days of the date of disbursement through the Direct Loan Servicing Center at https://nslds.ed.gov.
- **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.

I certify that I am not in default of a Federal Student Loan and will use any Federal Title IV, HEA funds I receive during the 2018-2019 award year solely for expenses related to my child's attendance at St. John's University.

Parent-Borrower's Signature _____ **Date** _____

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