ST. JOHN’S UNIVERSITY
Office of Student Financial Services
2024-2025 Undergraduate Loan Change Form

Student Information

Name: ________________________________ STJ X-ID Number: X-____________________

Phone Number: (_____) _______ - _______ E-mail address: __________________________

This form can be used to:

- Cancel or change a previously accepted Federal Direct Loan. Undisbursed loans may be canceled or reduced at any time. Disbursed loans may only be canceled or reduced through St. John's University within 30 days of the date of disbursement.
- Decrease or cancel a private loan

- To increase your private loan, you must complete an additional application with your private loan lender.
- To adjust a Federal Parent PLUS loan, please use the Federal Direct PLUS change form, available at www.stjohns.edu
- All changes will be processed fall/spring unless otherwise noted. If you choose one semester only, the amount of the loan cannot exceed one-half of the annual loan limits unless you are graduating. (See Proration below)

Semester: (ONLY CIRCLE ONE!)  A) Fall/Spring  B) Summer 2024  C) Fall 2024  D) Spring 2025

Federal Direct Subsidized Loan:

☐ Cancel my Direct Subsidized Loan

☐ Increase my Direct Subsidized Loan from $____________________________ to $____________________________

☐ Reduce my Direct Subsidized Loan from $____________________________ to $____________________________

Federal Direct Unsubsidized Loan:

☐ Cancel my Direct Unsubsidized Loan

☐ Increase my Direct Unsubsidized Loan from $____________________________ to $____________________________

☐ Reduce my Direct Unsubsidized Loan from $____________________________ to $____________________________

Private Loan:  Lender Name ________________________

☐ Cancel my Private Loan

☐ Reduce my Private Loan from $____________________________ to $____________________________

Notes/Special Requests: ____________________________

Proration for Graduating Students

If you are enrolled for more than 12 credits and will be graduating after one semester during the 2024-2025 academic year, please indicate below:

☐ Summer Semester Only  ☐ Fall Semester Only

*Note: If you are graduating, your loan amounts will be prorated in accordance with federal regulations (# of credits 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 upload form to: www.stjohns.edu/SFSdocumentupload