



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

For office use only

Student Information

Name: STJ X-ID Number: X-

Phone Number: () - E-mail address:

This form can be used to:

- Cancel or a 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