



ST. JOHN'S UNIVERSITY
Office of Student Financial Services
2025-2026 Undergraduate Loan Change Form

For office use only

Student Information

Name: _____ **STJ X-ID Number: X-** _____

Phone Number: (_____) _____ - _____ **Email 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)

- Loan change requests will be completed to the student borrower's benefit in terms of interest subsidies and interest rates

Semester (ONLY CIRCLE ONE!) A) Fall/Spring B) Summer 2025 C) Fall 2025 D) Spring 2026

<input type="checkbox"/> Federal Direct Subsidized Loan	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Cancel	Current Amount: \$ _____ New Amount: \$ _____
<input type="checkbox"/> Federal Direct Unsubsidized Loan	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Cancel	Current Amount: \$ _____ New Amount: \$ _____
<input type="checkbox"/> Private Loan Lender Name: _____	<input type="checkbox"/> Decrease <input type="checkbox"/> Cancel	Current Amount: \$ _____ New Amount: \$ _____

Special Requests: _____

Proration for Graduating Students

If you are enrolled for more than 12 credits and will be graduating after one semester during the 2025-2026 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. Signature must be hand-signed.

Student Signature: _____ **Date:** _____

Please upload form to: www.stjohns.edu/SFSdocumentupload