This form should be used to:

- Decrease, cancel or 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.studentaid.gov](https://www.studentaid.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 online 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: ___________________________  Students ID Number: ___________________________

Phone Number: (_______) _______ - __________ E-mail address: ________________________________

<table>
<thead>
<tr>
<th></th>
<th>Current Loan Amount</th>
<th>Revised Loan Amount</th>
<th>Check (√) if cancelling Entire Loan Amount</th>
<th>Check (√) if you want your loan for one semester only.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Subsidized Loan</td>
<td>$___________</td>
<td>$___________</td>
<td></td>
<td>Fall ☐ Spring ☐</td>
</tr>
<tr>
<td>Federal Direct Unsubsidized Loan</td>
<td>$___________</td>
<td>$___________</td>
<td></td>
<td>Fall ☐ Spring ☐</td>
</tr>
<tr>
<td>Federal Direct Graduate PLUS Loan</td>
<td>$___________</td>
<td>$___________</td>
<td></td>
<td>Fall ☐ Spring ☐</td>
</tr>
<tr>
<td>Private Loan</td>
<td>$___________</td>
<td>$___________</td>
<td></td>
<td>Fall ☐ Spring ☐</td>
</tr>
</tbody>
</table>

(Lender’s Name) $___________ $___________

**Graduating?**

If you will be graduating after attending only one semester during the 2023-2024 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 upload form to: [www.stjohns.edu/SFSdocumentupload](http://www.stjohns.edu/SFSdocumentupload)