

2025-2026 Parent Loan Adjustment Form

This form should be completed by **parent** borrowers wanting to cancel or reduce a Federal Parent PLUS Loan. Borrowers who elect to cancel or reduce loans that were previously considered as estimated aid in their student's payment plan may have their installment payments adjusted to reflect the omission of this funding source. Federal Direct Loan fees will be deducted from the gross amount prior to disbursement.

Last Name, First Name M.I.

ULID Number

Federal Direct Loans Based on Student's Enrollment Period

Federal regulations require institutions to disburse federal loans in substantially equal disbursements across the student's period of enrollment for the award year. All undergraduate students have a defined award year of fall/spring, therefore, all requests to reduce a federal loan will result in evenly reducing all disbursements for the award year (with the exception of single semester Parent PLUS loan).

Canceling Awards

PLUS loan borrowers may cancel undisbursed awards at any time. If your loan has been partially or entirely disbursed, requests to cancel those disbursements will only be accepted if this form is received **within 30 days of disbursement** to your student's account.

Reducing Awards

PLUS loan borrowers may reduce undisbursed awards at any time. If your loan has been partially or entirely disbursed, requests to reduce those disbursements will only be accepted if this form is received **within 30 days of disbursement** to your student's account. A request to reduce to \$0 is considered 'canceling'.

NOTICE: REGARDING REQUESTS TO CANCEL/REDUCE AFTER 30 DAYS FROM DISBURSEMENT

No action will be taken by the college to reduce or cancel any Federal Loan(s) for Loan Adjustment Forms received after 30 days from your disbursement notification. Borrowers interested in returning Direct Loan funds after 30 days may make a payment directly to their Federal Loan Servicer. A borrower has up to 120 days after the disbursement date to return Direct Loan funds without being responsible for paying fees and any accrued interest on the amount canceled. Borrowers should contact their loan servicer to determine how to submit a payment so that it is properly credited as a loan cancellation.

Outcome of Requests

If your request is approved, your student will be notified via a revised award notice. If our office is unable to process your request or needs to explain implications of doing so, the borrower will be notified via the email listed on your PLUS loan application or by telephone. Circumstances in which we may contact you include: (1) Processing the request will result in a balance due on the student account in excess of \$5,000; (2) Processing the request will result in a parent PLUS borrower having to reapply for the parent PLUS loan which may require a new credit check.

Federal Direct PLUS Loan – choose ONE of the following options:

- Cancel* the entire loan - (if after disbursement, this form must be received by our office within 30 days of disbursement)
- Cancel* undisbursed/pending PLUS loan awards
- Reduce* to (gross amount): Annual \$ _____ (must indicate amount; will be split evenly across semesters)

Certification and Signatures

I have read the instructions provided with this form and agree to abide by the stated terms and conditions. By signing below, I understand that by reducing or canceling the above award(s), my student may owe a balance and a hold may be placed on his/her student account until paid in full. *An original signature is required. We are unable to accept digital signatures.*

Borrower Name: _____
(Please Print)

Phone: _____

Borrower Signature: _____

Date: _____

RVPLUS