# Request to Adjust Federal Student Loans

**DePaul University Office of Financial Aid at DePaul Central**

**2015-2016 Request to Adjust Federal Student Loans**

### DePaul Central Locations:

- **DePaul Center**, Suite 9100  
  1 East Jackson Boulevard  
  Chicago, Illinois 60604  
  (If you mail this form, please use this address)

- **Schmitt Academic Center**, Suite 101  
  2320 North Kenmore Avenue  
  Chicago, Illinois 60614

**Telephone (312) 362-8610  Fax (312) 362-5748**

This form may be faxed, or mailed, or submitted by using our secure document upload website at http://wdat.is.depaul.edu/FAUpload/default.aspx

--

If you would like to make adjustments to your federal loan(s), you may do so by completing and submitting this form to the Office of Financial Aid. **If your loan has been partially or entirely disbursed, please contact our office prior to submitting this form.** Our office is limited in our ability to change a loan amount once the funds have been disbursed. In addition, if our office is able to change a loan amount that has already disbursed to your tuition account, removing loan funds from your tuition account may result in a balance due to the university.

## Cancellations and Reductions

### Federal Direct Subsidized Loan

- Choose one of these three options:
  - ☐ Reduce Unpaid Disbursements To:
    - Fall $ _____________
    - Winter $ _____________
    - Spring $ _____________

### Federal Direct Unsubsidized Loan

- Choose one of these three options:
  - ☐ Reduce Unpaid Disbursements To:
    - Fall $ _____________
    - Winter $ _____________
    - Spring $ _____________

### Federal Direct Grad PLUS Loan

- Choose one of these three options:
  - ☐ Reduce Unpaid Disbursements To:
    - Fall $ _____________
    - Winter $ _____________
    - Spring $ _____________

## Increase (only due to change in grade level)

**My grade level has changed and I want to increase my Federal Direct Subsidized and Unsubsidized Loans**

- My grade level is:  ☐ Sophomore (44-87 credits)  ☐ Junior / Senior (88+ credits)

---

**Student Signature**

__________________________  

Date

* Typed and digital signatures are not acceptable