If your parent would like to reduce, reallocate or cancel his/her Federal Direct Parent PLUS Loan, he/she may do so by completing and submitting this form to the Office of Financial Aid. **If the loan has been partially or entirely disbursed, please contact our office prior to submitting this form since we are limited in our ability to adjust your loan.** In order to allow sufficient time for processing, please submit this form no later than 10 business days before the end of the academic term. Our office may contact you to clarify your request.

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### Decrease – only applies to future disbursements

- [ ] Decrease my PLUS Loan to the total amount of $ ______________.00.

  Please check the term(s) and indicate the **gross** loan amount(s) for the request noted above:
  - [ ] Autumn term amount __________
  - [ ] Winter term amount __________
  - [ ] Spring term amount __________

  Reason for Decrease: __________________________________________________________

### Reallocate

- [ ] Reallocate my PLUS Loan

  **Please note:** You may request to reallocate funds from one term only if you have additional tuition expenses and/or DePaul-sponsored study abroad expense.

  Please check the term(s) and indicate the **gross** loan amount(s) for the request noted above:
  - [ ] Autumn term amount __________
  - [ ] Winter term amount __________
  - [ ] Spring term amount __________

  Reason for Reallocation: ________________________________________________________

### Cancellation

- [ ] Cancel unpaid disbursements
- [ ] Cancel entire loan (including paid disbursements). **I understand that the cancelation of my loan may result in a balance due on my student’s account/bill and he/she will be responsible for the balance due. Failure to pay may result in a hold on his/her account.**

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By signing this form, I am authorizing the Office of Financial Aid to make the above changes.

**Parent (Borrower) Signature**

**Date**

**Parent phone number**

*Typed and digital signatures are not acceptable*