# 2020-2021 Request to Reduce/Cancel Federal Direct Parent PLUS Loans

## DePaul Central Locations:

<table>
<thead>
<tr>
<th>DePaul Center</th>
<th>Schmitt Academic Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suite 9100</td>
<td>Suite 101</td>
</tr>
<tr>
<td>1 East Jackson Boulevard</td>
<td>2320 North Kenmore Avenue</td>
</tr>
<tr>
<td>Chicago, Illinois 60604 (Mailing address)</td>
<td>Chicago, Illinois 60614</td>
</tr>
</tbody>
</table>

DePaul University  
Office of Financial Aid  
DePaul Central

## Information

Ph: (312) 362-8610 | Fx: (312) 362-5748 | Secure document upload: wdat.is.depaul.edu/FAUpload/default.aspx

To protect your personal information, please do not email documents.

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<table>
<thead>
<tr>
<th>DePaul Student Name</th>
<th>Student ID</th>
<th>Parent (Borrower) Name</th>
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If your parent would like to reduce, reallocate or cancel his/her Federal Direct Parent PLUS Loan, he/she may do so by submitting this form to the Office of Financial Aid. Contact our office before canceling or reducing a loan that has already disbursed to your student account. Reducing or canceling a loan after it has disbursed may result in a balance on your student's account. All amounts should be requested as a gross loan amount – the total before origination fees are removed. Submit this form no later than 10 business days before the end of the academic term to allow sufficient processing time and provide a daytime phone number in the event our office needs to contact you.

## Reduce

- **Reduce my PLUS Loan to the total amount of $___________.00. Loan disbursements are evenly split for the award year.**

- **Reduce my PLUS Loan for these specific term(s) to a gross loan amount (see note above):**
  - Autumn $_________.00
  - Winter $_________.00
  - Spring $_________.00
  - Summer $_________.00

- **Reduce my PLUS Loan by the amount of my refund of $___________ issued for (check term below):**
  - Autumn
  - Winter
  - Spring
  - Summer term.

Reason for Decrease:_________________________________________________________________________

## Re-allocate

- **Re-allocate my PLUS Loan**

  Note: Loan funds may only be re-allocated to a different term if your student has additional tuition expenses and/or a DePaul-sponsored study abroad expense.

  Check the term(s) and indicate the gross loan amount(s) that you want re-allocated:
  - Autumn $_________.00
  - Winter $_________.00
  - Spring $_________.00

Reason for Reallocation:_________________________________________________________________________

## Cancelation

- **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. This balance may result in a hold on his/her student account if a payment or payment arrangements are not made.

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

Parent (Borrower) Signature*  
Date

Parent day-time phone number

*Typed and digital signatures will not be accepted.