

Direct Loan Change Request Form

Please read the following directions carefully. If you would like to make a change to your Federal Direct Loans, only complete the section that applies to you.

Student Name:	
Phone Number:	Student ID:

Loan adjustments can be processed for the full award year or by individual semester. Please indicate the award year and check only the box that applies to your request below:

Aid Year: _____ (ex: 2022-23)

Fall only Spring only Fall/Spring (full aid year) Summer Term(s)

Check the box in the section below that is applicable to your request:

CANCELATION:

- I would like to cancel my subsidized loan
 I would like to cancel my unsubsidized loan

INCREASE:

- I would like to increase my subsidized loan by: \$ _____
 I would like to increase my unsubsidized loan by: \$ _____

DECREASE:

- I would like to decrease my subsidized loan by: \$ _____
 I would like to decrease my unsubsidized loan by: \$ _____

ACCEPTANCE:

- I would now like to accept my previously declined/canceled subsidized loan:
Please select one: Full amount Partial amount: \$ _____
- I would now like to accept my previously declined/canceled unsubsidized loan.
Please select one: Full amount Partial amount: \$ _____

I authorize Christopher Newport University to adjust my Federal Direct Loan(s) as requested above.

Student Signature:	Date:
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