

Loan Change Request Form

Please note: Changes will only be processed for semesters in which the indicated loan has NOT yet disbursed. Loans in an *offered (O)* status should be updated by the student via the myShip student portal. A signature is required on this form to process pre-disbursement loan changes.

Academic Year 23-24 24-25

Direct Student Loan

Adjustment requests to Direct loans must be made by the student borrower and **require signature**.

- I wish to cancel the following Direct Loan type for the specified semester:

Loan Type: ___ SUBSIDIZED ___ UNSUBSIDIZED

Semester: ___ FALL ___ SPRING ___ SUMMER

- Adjust my Subsidized or Unsubsidized Direct Loan from \$_____ to \$_____.
Amount will be equally divided between fall and spring semesters, except where the loan offered was for only one semester.
- Other- Please explain: _____

Student Name (please print)

Student ID

Student Signature

Date

Direct PLUS (Parent) Loan

Adjustment requests to Direct PLUS (Parent) Loans must be made by **the parent borrower** and require the **parent borrower's signature**.

- I wish to cancel the following Direct Loan Parent PLUS Loan for the specified semester:

Semester: ___ FALL ___ SPRING ___ SUMMER

- Cancel the Direct PLUS (Parent) Loan in full for this academic year.
- Decrease my Direct PLUS (Parent) Loan from \$_____ to \$_____.
Amount will be equally divided between fall and spring semesters, except if the loan was processed for only one semester.
- Other- Please explain: _____

Student Name (please print)

Student ID

Parent PLUS Borrower Name (please print)

Parent PLUS Borrower Signature

Date



Private Alternative Loan

To increase your private alternative loan, please contact your lender.

Loan Type: ____ Alternative Loan

Semester: ____ FALL ____ SPRING ____ SUMMER

- Cancel my Private Alternative Loan in full for this academic year.
- I wish to adjust my loan period and associated disbursement(s) from Fall/Spring to Fall only.
- I wish to adjust my loan period and associated disbursement(s) from Fall/Spring to Spring only.
- Decrease my Private Alternative loan from \$ _____ to \$ _____.
Reduced amounts are equally divided between fall and spring semesters, except if the loan was processed for one semester only.
- Other- Please explain: _____

Student Name (please print)

Student ID

Student Signature

Date

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Please return this completed form to Financial Aid, Old Main, Room 101.
Mail: 1871 Old Main Drive, C/O Financial Aid, Shippensburg PA, 17257
Fax: 717.477.4028
Email: fnaid@ship.edu