



# 2024-2025 Loan Change Request Form - Parent

Office of Financial Aid & Scholarships  
 738 S. Mason St., MSC 3519  
 Harrisonburg, VA 22807  
 Phone: 540-568-7820  
 Fax: 540-568-7994  
 Email: loans@jmu.edu

This form will be used to decrease or cancel your Parent PLUS Loan, or to update your physical address.

**PLEASE DO NOT LEAVE ANY FIELDS BLANK**

## A. Student Information

Last Name	First Name	M.I.	JMU Student ID Number
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## B. Parent Information- If you have moved and need your address updated, only complete sections A & B.

Last Name	First Name	M.I.
Home Address (include apt. no.)		
City	State	Zip

**Last four of parent's Social Security Number**

## C. PLUS Loan Change Section

To request a loan cancellation, enter zero in the "Desired Amount" box for the appropriate item(s).

<b>** Make sure the amount listed in the Fall column plus the amount listed in the Spring column equals the amount listed in the Loan Total Column.**</b>			
Loan Type	Fall 2024 Desired Amount	Spring 2025 Desired Amount	Academic year 2024-2025 NEW Desired Loan Total for Year
Federal Parent PLUS Direct Loan	\$	\$	\$
<b>** Summer is a separate loan period, which must be requested separately from Fall/Spring Term.**</b>			
Federal Parent PLUS Direct Loan	Summer 2024 Desired Amount		\$

## D. PLUS Loan Return Section

Please note that if you are returning funds, this will generate a charge on your student's university bill for the amount being returned

- All refund checks should be sent to the University Business Office. Please make sure the back of all checks are signed.
- Returning funds can generate a charge on your student's university bill for the amount being returned.

	Summer 2024	Fall 2024	Spring 2025
Amount to be returned for Parent PLUS Direct Loan	\$	\$	\$

## E. Additional Comments or concerns

## F. Sign this Worksheet

**We do not accept electronic or typed signatures, complete electronically then print and sign.**

- **Do not email this information.** You may submit this form directly at the Financial Aid Office, by mail or via fax at (540) 568-7994.
- Please note: if there are any questions regarding the form, you will be contacted by a Financial Aid Administrator.
- **Make a copy of this form for your records**

*Change Request Forms submitted without appropriate signature information will not be processed.*

\_\_\_\_\_  
*Parent Borrower Signature*

\_\_\_\_\_  
*Date*

[Type here]