

# 2023-2024 Loan Change Request Form - Parent



**JAMES MADISON**  
UNIVERSITY®

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

## 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>			
<b>Loan Type</b>	<b>Fall 2023 Desired Amount</b>	<b>Spring 2024 Desired Amount</b>	<b>Academic year 2023-2024 NEW Desired Loan Total for Year</b>
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 2023 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 2023	Fall 2023	Spring 2024
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]