



# 2024-2025 Loan Change Request Form - Student

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](mailto:loans@jmu.edu)

**This form will be used to document any and/or all of the following actions:**

- 1.) To increase, reduce, or cancel previously accepted federal loans.
- 2.) To request reinstatement of previously cancelled federal loans.
- 3.) To return previously disbursed federal funds to the lender.

For private loan changes, please email [loans@jmu.edu](mailto:loans@jmu.edu).

**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. STUDENT Federal Loan Change Section

PLEASE note: If you wish to *increase* the amount of your Grad PLUS Direct Loan, please submit a *second* Grad PLUS Direct Loan Application in the amount of the difference.

Requesting to receive all of your Direct Sub/Unsub/Additional Unsub loan funds in the Fall semester will leave you with zero Direct Sub/Unsub/Additional Unsub eligibility for Spring.

Also, if you are requesting all of your Direct Sub funds for one semester, the Subsidized Direct Loan amount for which you are eligible to borrow may change based on our having to prorate the loan, per federal regulations.

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

**\*\* 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 \*\***

Loan Type	Fall 2024 Desired Amount	Spring 2025 Desired Amount	Academic year 2024-2025 NEW Desired Loan Total for Year
Subsidized Direct Loan	\$	\$	\$
Unsubsidized Direct Loan	\$	\$	\$
Additional Unsub Direct Loan	\$	\$	\$
Federal Grad PLUS Loan	\$	\$	\$

### C. STUDENT Federal Loan Return Section

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

**\*\*If you are returning a refund check make sure you sign the back of the check before returning the check along with this form \*\***

	Summer 2024	Fall 2024	Spring 2025
Amount to be returned For <u>Direct Stafford loan</u>	\$	\$	\$
Amount to be returned For <u>Grad PLUS loan</u>	\$	\$	\$

### D. Additional Comments or concerns

### E. Sign this Worksheet

**We will accept electronic or typed signatures, only if this is being sent from your @dukes account. Otherwise, complete electronically then print and sign.**

- 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.
- **If returning funds please make sure you sign the back of the check**
- **Make a copy of this form for your records**

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

\_\_\_\_\_  
*Student Signature*

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

[Type here]