

2024-2025 / Student Federal Loan Change Request

_____ () _____
 Student Name (Print please) RU ID Number Telephone number

Your financial aid offer includes your federal loan eligibility according to federal loan aggregate eligibility - academic year eligibility - current enrollment eligibility - academic year cost of attendance eligibility - grade level eligibility - and other U.S. Dept of Education federal regulations and laws that govern the eligibility and payment of *Federal Direct Loans*.

To cancel, reduce, or reinstate a federal loan you are eligible to receive you can complete and physically sign this form. The change(s) requested must be within the current 2024-2025 academic year (August 2024 to August 2025). You must be enrolled – at least half-time - for the term of the request at the time of the request. Federal student loans are not retroactive. Federal loans must be processed before a semester deadline -

Changes are processed within 2-3 business days as of the date the form is received. Incomplete responses will delay your request. Your physical signature is required. You must check RUAccess for request confirmation -

**** Federal loans are not retroactive. You must be enrolled for the term of this request ****

**“I have” – must be the loan amount shown on RUAccess – if loan was declined then “I have” is \$0 –
 Loan(s) will be processed in the financial aid gross amount shown on RUAccess –
 The federal 1.057 fee will be applied to the loan amount processed -**

	I have	I want	Cancel the loan
Fall 24 & Spring 25 – Deadline 31 Oct 23	Subsidized Loan	\$	<input type="checkbox"/>
	Unsubsidized Loan	\$	<input type="checkbox"/>
Fall 24 only – Deadline 31 Oct 23	Subsidized Loan	\$	<input type="checkbox"/>
	Unsubsidized Loan	\$	<input type="checkbox"/>
Spring 25 only – Deadline 31 Mar 24	Subsidized Loan	\$	<input type="checkbox"/>
	Unsubsidized Loan	\$	<input type="checkbox"/>
Fall/Spring/Summer	<input type="checkbox"/> I want to reallocate my loans to Fall/Spring -		
Fall/Spring	<input type="checkbox"/> I want to reallocate my loans to Fall/Spring/Summer -		

I understand I am responsible for the payment of institutional charges due to Roosevelt University by the published due dates. I acknowledge all applicable federal regulations/laws and requirements for federal loan eligibility. My signature authorizes the Office of Financial Aid to make my requested change(s). I understand I am solely responsible for resolving any changes to my student account based on my request. I understand my physical signature is required.

PHYSICAL SIGNATURE – DO NOT TYPE/DO NOT USE ELECTRONIC

Student Signature

Date

Submit this form to the Office of Financial Aid Services in person (1M16 Wabash/Mezzanine Floor) or by email (to tmarcelain@roosevelt.edu) – Business hours are 9 a.m. to 5 p.m. Monday to Friday –

Roosevelt University – Office of Financial Aid Services – Telephone: 866-421-0935 // Fax: 312-341-3545 // 1M16 Wabash Building - 430 South Michigan Avenue – Chicago, IL 60605 -