



STUDENT LOAN ADJUSTMENT FORM

To request an adjustment or cancellation of your student loan(s) this form must be completed in its entirety. Please indicate which loan you are requesting to be adjusted, the amount of the adjustment, and the term in which you are requesting the adjustment take place. If you have any questions please contact the Office of Financial Aid at finaid@su.edu or (540) 665-4538.

Student Name	Student ID Number
SU Email	2024-2025
	Academic Award Year

LOAN - Indicate with a check mark the applicable loan to be adjusted:

	Federal Direct Unsubsidized Student loan
	Federal Direct Subsidized Student loan
	Private Loan Lender Name: _____
	Federal Graduate PLUS loan
	Federal Parent PLUS loan

TERM - Indicate with a check mark the applicable term(s):

Fall	Spring	Summer
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Additional Info/Notes: _____

LOAN ACTION - Indicate with a check mark the applicable action requested:

Reduce loan amount to: \$ _____ (New loan amount)	Cancel loan entirely	Reduce to cover Tuition and Fees ONLY Please indicate semester(s) applicable: _____
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Additional Info/Notes: _____

REINSTATEMENT: Complete this section if you previously had a Federal Direct Subsidized/Unsubsidized loan(s) that was canceled/rejected, and you would like your loan(s) to be reinstated. *(circle all applicable semesters)*

Federal Direct Unsubsidized Student loan		Fall	Spring	Summer		Amount: \$ _____ / Max Y
Federal Direct Subsidized Student loan		Fall	Spring	Summer		Amount: \$ _____ / Max Y

I understand that my request for a loan adjustment cannot be completed until the Office of Financial Aid has received my FAFSA, and cleared any outstanding requirements (Verification, Conflicting information, etc). I also understand that I must maintain half-time enrollment for all Federal student loans and will notify the Office of Financial Aid should I drop below that threshold.

By signing below I authorize the Office of Financial Aid to make these requested changes on my behalf.

Student Signature	Student ID Number	Date
Parent Signature (required for Parent PLUS loans only)	Student ID Number	Date