



**Financial Aid Office**  
 9601 Germantown Ave, Philadelphia, PA 19118  
 Phone: (215) 248-7182 / Fax: (215) 242-7705  
 finaid@chc.edu

**2019-2020 Student Loan Change Request Form**

STUDENT NAME: \_\_\_\_\_ CHC ID #: \_\_\_\_\_

Please complete this form if you wish to increase, reduce, reinstate, or cancel your federal Direct Loan (Subsidized, Unsubsidized, Grad Plus) and/or Private Alternative Loan(s). Your request can only be processed within the limits of current enrollment, academic year cost of attendance, academic year federal loan eligibility, grade level, federal loan aggregate limits and other U.S. Department of Education federal regulations and laws that govern eligibility and awarding. Change requests will be processed within 7-10 business days. Borrowers of federal student loans have the right to return all or a portion of their federal loan disbursements within 14 days of disbursement. **FOR BORROWING LIMITS, INTEREST RATES, VISIT: [studentaid.ed.gov](http://studentaid.ed.gov)**

**A.** I am requesting a change to my Federal Direct Loan(s) and/or Private Alternative Loan for the following academic period:

- Fall 2019** (# of Credits: \_\_\_\_\_)       **Spring 2020** (# of Credits: \_\_\_\_\_)       **Summer 2020** (# of Credits: \_\_\_\_\_)

**B.** Complete this section and the chart below if you wish to reduce, reinstate or increase your loan eligibility. Your current loan amount can be found on your financial aid award posted on your myCHC portal. *To reinstate or increase your Private Alt Loan eligibility, you must contact your Private Alternative (ALT) Loan Servicer.*

Loan Type (select)	Current Amount (Gross Amount)	Please <b>reduce</b> my previously accepted loan to the following amount: (Gross Amount)	Please <b>reinstate</b> my previously declined loan for the following amount: (Gross amount)	I am requesting an increase to my loan for the amount of: (Gross Amount)
<input type="checkbox"/> Subsidized	\$ _____	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> Unsubsidized	\$ _____	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> Graduate Plus	\$ _____	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> Private Alt Loan	\$ _____	\$ _____		

**C.** Check this box if you are requesting an increase to your DL Unsubsidized Loan eligibility based upon your parent(s) **CREDIT DENIAL** of the **Parent PLUS Loan**. Dependent Students may be eligible for an increase of \$4,000 (Freshman/Sophomore) or \$5,000 (Junior/Senior). Independent students are not eligible for an increase. If your parent(s) chose to "Appeal" the denial, we cannot process the additional unsubsidized loan until an appeal has either been cancelled by the borrower in writing OR denied by the servicer. If at any time a denial has been changed to an "**APPROVED**" PLUS loan status, the additional Unsubsidized loan will removed and replaced with the Parent PLUS Loan.

**D. Complete this section if you wish to fully cancel your loan:**

- I wish to fully cancel both my Federal Direct Subsidized and Unsubsidized Loan eligibility
- I wish to fully cancel my Federal Direct Subsidized Loan eligibility only
- I wish to fully cancel my Federal Direct Unsubsidized Loan eligibility only
- I wish to fully cancel my Federal Graduate PLUS Loan
- I wish to fully cancel my Private Alt Loan

**E. Summer Federal Aid Adjustment Request**

- I wish to move my summer Direct Loan eligibility and have it split between the Fall and Spring terms.
- I wish to move my summer Direct Loan eligibility have it disbursed in the Spring Term.

By signing this form with an original signature (e-signatures will not be accepted), I authorize Student Financial Services at Chestnut Hill College to make the changes that I have requested above, and I acknowledge federal regulations/laws and requirements for federal loan eligibility. I understand and agree that I am solely responsible for changes to my student billing based on my request for changes and I am responsible for paying any balance owed to Chestnut Hill College due to the loan change request (if applicable).

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_