



**CHESTNUT  
HILL  
COLLEGE**

9601 Germantown Avenue  
Philadelphia, PA 19118

**2023-2024 Parent Loan Change Request Form**

Student Name: \_\_\_\_\_ CHC ID #: \_\_\_\_\_

Complete this form if you wish to increase, reduce, reinstate, or cancel your Federal Direct Parent PLUS Loan. 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: <https://studentaid.gov/understand-aid/types/loans>

Parent Borrower Name: \_\_\_\_\_

Last 4 of Social Security Number: XXX-XX-\_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

A. I am requesting a change to my Federal Parent PLUS Loan for the following academic period(s):  
(Select all that apply)

- Fall 2023*                       *Spring 2024*                       *Summer 2024*

B. I wish to change my loan period (Select only one, if applicable)

- Fall 2023 only*       *Spring 2024 only*                       *Summer 2024 only*       *Fall 2023/Spring 2024*  
 *Fall 2023/Spring 2024/Summer 2024 (AADP ONLY)*

C. Complete the chart below if you wish to reduce, reinstate or increase your loan eligibility. Your current loan amount can be found on the financial aid award posted on the student’s myCHC. If you declined the Federal Parent PLUS Loan, and wish to reinstate it or increase your loan eligibility, you may need to complete a new credit check at studentaid.gov.

Loan Type	Current Amount (Gross Amount)	Please <i>reduce</i> my previously accepted loan to the following amount: (Gross Amount)	Please <i>reinstate</i> my previously declined loan for the following amount: (Gross amount)	I am requesting an <i>increase</i> to my loan for the amount of: (Gross Amount)
<input type="checkbox"/> Parent PLUS	\$ _____	\$ _____	\$ _____	\$ _____

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

- I wish to fully cancel both my Federal Direct Parent PLUS loan eligibility.
- I wish to cancel my Federal Direct PLUS Loan eligibility for fall only.
- I wish to cancel my Federal Direct PLUS Loan eligibility for spring only.
- I wish to cancel my Federal Direct PLUS Loan for summer only (AADP only).





**CHESTNUT  
HILL  
COLLEGE**

9601 Germantown Avenue  
Philadelphia, PA 19118

**2023-2024 Parent Loan Change Request Form**

Student Name: \_\_\_\_\_ CHC ID #: \_\_\_\_\_

***Read and Initial:***

By requesting a cancellation or reduction:

\_\_\_\_\_ I understand that this request can be honored if made within 14 calendar days after the date of the PLUS loan disburses to my student's CHC account.

\_\_\_\_\_ I understand that if it has been more than 14 days after the date the PLUS loan was disbursed to my student's CHC account, the Financial Aid Office cannot return any PLUS Loan funds. I will need to contact my lender directly to return the funds.

\_\_\_\_\_ I understand that if the PLUS Loan funds have already been applied to my student's account, the reduction/cancellation will result in a balance owed to CHC.

\_\_\_\_\_ I understand that if the PLUS Loan funds have been applied to my student's account and the refund check has been processed, I understand that I must use this refund to pay the open balance on my student's account.

\_\_\_\_\_ I understand that if I would like a Parent PLUS Loan at a later date, my eligibility must be reevaluated based on Federal regulations which may require an additional credit check.

By signing this form, 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.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit all documentation via myCHC Document Upload.

You may also drop-off in person to the Financial Aid Office, St Joseph Hall, First Floor, North Wing

***DO NOT EMAIL***

