

2025-2026 Student Loan Change Request Form

STUDENT NAME: _____ CHC ID #: _____

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 (about 2 weeks) of disbursement. For borrowing limits and interest rates visit: <https://studentaid.gov/>

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

☐ **Fall 2025** (# of Credits: _____) ☐ **Spring 2026** (# of Credits: _____) ☐ **Summer 2026** (# 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 myCHC. To reinstate or increase your Private Alt Loan, you must contact your Private Alternative (ALT) Loan Servicer.

Loan Type (select)	Current Amount (Gross Amount)	Please reduce my previously accepted loan to the following amount: (Gross Amount)	Please reinstate 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"/> Alt Loan	\$ _____	\$ _____		

C. 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 Alternative Loan

D. Undergraduate (only) - Federal Direct Loan 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 and have it disbursed in the Fall term.
- ☐ I wish to move my summer Direct Loan eligibility to have it disbursed in the Spring term.

E. Graduate (only)- Federal Direct Loan 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 to have it disbursed in the Spring Term.
- ☐ I wish to maximize my Federal Direct Loan Unsubsidized eligibility for Fall term, as I will be graduating at the end of the Fall semester.

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: _____

Please use myCHC document upload or deliver in-person to the Financial Aid Office.

