



2025-2026 Undergraduate Federal Loan Reduction or Cancellation Request Form

Please use this form if you wish to reduce or cancel any of your federal direct loans offered in your 2025-2026 financial aid offer. Once completed please email, mail or fax the form to our office.

Student Name: _____ Student ID Number: _____

Loan Cancellation Request

Please complete if you wish to cancel your full federal loan(s) for the semester/academic year.

Federal Direct Subsidized Loan

- Cancel summer 2025 semester loan only
- Cancel fall 2025 semester loan only
- Cancel spring 2026 semester loan only
- Cancel full year loan

Federal Direct Unsubsidized Loan

- Cancel summer 2025 semester loan only
- Cancel fall 2025 semester loan only
- Cancel spring 2026 semester loan only
- Cancel full year loan

Loan Reduction Request

Please complete this section if you wish to reduce a portion of your federal loan(s) for the semester/academic year.

Federal Direct Subsidized Loan

- Reduce full year loan to the following amount: \$ _____
(the new loan amount will be split evenly between the fall & spring semesters)

Federal Direct Unsubsidized Loan

- Reduce full year loan to the following amount: \$ _____
(the new loan amount will be split evenly between the fall & spring semesters)

I understand that I am responsible for paying any outstanding balance on my student account as a result of cancelling or reducing my federal student loan(s).

Student Signature: _____

Date: _____

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