



2024-2025

Office of Financial Aid

Loan Adjustment Request Form

Name: LAST NAME FIRST NAME MI

D.O.B: MM DD YYYY EMPLID

Address: NUMBER/STREET APT # CITY STATE ZIP

Phone: () - Email:

Please Note: If the loan was disbursed and a refund was issued to you before you cancel the loan, you may owe a balance to the College.

Direct Subsidized Loan Direct Unsubsidized Loan

I am requesting a DECREASE of my Direct Loan in the amount of: \$

Fall 2024 Spring 2025

I am requesting a CANCELLATION* of my Direct Loan in the amount of: \$

Fall 2024 Spring 2025

Applicant Certification: My signature below certifies that I understand: 1) this adjustment form is not a Master Promissory Note (MPN); 2) that I have completed Direct Loan Entrance Counseling before submitting my request. 3) The Financial Aid Office will determine my eligibility for Federal Direct Loans. 4) My Federal Direct Loan request cannot be processed until the Financial Aid Office has received the results of my 2024-2025 FAFSA, collected all required documentation, and determined my application information to be correct. 5) I must maintain half-time enrollment (6 credits) in order to receive any disbursement of Direct Loan funds. 6) The Direct Loan amount cannot exceed my cost of attendance (COA) minus any other financial aid awarded. 7) My loan may be reduced at any time due to a change in enrollment or financial aid eligibility. 8) The Bursars' Office will make any necessary deductions from my Federal Direct Loan to pay my remaining tuition liability before I receive the balance of the funds.

Student's Signature: Date:

**HANDWRITTEN SIGNATURE ONLY

Contact Info Office of Financial Aid Kingsborough Community College Room U-201 Phone: (718) 368-4644/5651

Received by: Date: