



THIS FORM IS USED TO REQUEST CHANGES TO YOUR LOAN. COMPLETE ONLY THE APPLICABLE SECTION(S) AND RETURN THE FORM TO THE OFFICE OF STUDENT FINANCIAL ASSISTANCE FOR PROCESSING. PLEASE ALLOW UP TO 4 WEEKS FOR PROCESSING.

GW Student Name: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ GWID: \_\_\_\_\_

LOAN CANCELLATION: I would like to cancel all or a portion of my student loan. Please list the total amount (not the semester amount) and semester(s) you wish to cancel below.
The refund owed to me by GW (This will be taken out of the loan with the highest interest rate first and must be submitted each semester.)
\$ \_\_\_\_\_ of my Federal Direct Graduate PLUS Loan
\$ \_\_\_\_\_ of my Federal Direct Unsubsidized Loan
\$ \_\_\_\_\_ of my Private Alternative Loan

I would like this cancelled from the Fall Spring Summer semester(s)

LOAN REBUDGET: Please rebudget my loans as I am enrolling for fewer credit hours than I originally intended.
Fall from \_\_\_\_\_ credits decreased to \_\_\_\_\_ credits
Spring from \_\_\_\_\_ credits decreased to \_\_\_\_\_ credits
Summer from \_\_\_\_\_ credits decreased to \_\_\_\_\_ credits

If you are taking fewer than 4.5 credit hours in the fall and/or spring, or less than 3 in the summer, will you be submitting a Half-Time/Full-Time Certification Form to your advisor and Dean's Office? If no, you will not be eligible for most loan programs.

YES NO

If you are taking more credits than your loan was originally processed for and would like to increase your loan amounts, you must submit a new 2024-2025 Graduate Loan Questionnaire, not this form.

CHANGE IN LOAN PERIOD: I request my loan period be changed:
FROM: Fall, Spring & Summer; Fall Only; Spring Only; Fall & Spring; Spring and Summer; Summer Only
To: Fall, Spring & Summer; Fall Only; Spring Only; Fall & Spring; Spring and Summer; Summer Only

On my Federal Direct Graduate PLUS Loan and/or Federal Direct Unsubsidized Loan.

Indicate the number of credit hours which you will enroll in for each semester in the new loan period you checked above. Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_. If you are taking fewer than 4.5 credit hours in the fall and/or spring, or less than 3 in the summer, will you be submitting a Half-Time/Full-Time Certification Form to your advisor and Dean's Office? If no, you will not be eligible for most loan programs.

YES NO

Please note that you may not be eligible for the original amounts your loans were originated for. This request requires us to cancel your current loan(s) and reprocess them using your new loan period noted above. You will be sent a new award letter with the updated loan disbursements after this form is processed. If you previously had a private alternative loan certified, you will need to cancel the loan in full and reapply with your lender by filling out a new application with them and submitting a new 2025-2026 Graduate Loan Questionnaire.

LOAN REINSTATEMENT: I request the following loan(s) be reinstated:
Federal Direct Unsubsidized Loan in the amount of \$ \_\_\_\_\_
Federal Direct Graduate PLUS Loan in the amount of \$ \_\_\_\_\_

I certify that I have resolved the issue that caused my loan to be cancelled. If there are any outstanding issues, I understand that this form will be deactivated and returned to me.

Signature

Date