



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 2025-2026 Graduate Loan Questionnaire, not this form.**

☐ **CHANGE IN LOAN PERIOD:** I request my loan period be changed:

FROM:			TO:		
<input type="checkbox"/> Fall, Spring & Summer	<input type="checkbox"/> Fall Only	<input type="checkbox"/> Spring Only	<input type="checkbox"/> Fall, Spring & Summer	<input type="checkbox"/> Fall Only	<input type="checkbox"/> Spring Only
<input type="checkbox"/> Fall & Spring	<input type="checkbox"/> Spring and Summer	<input type="checkbox"/> Summer Only	<input type="checkbox"/> Fall & Spring	<input type="checkbox"/> Spring and Summer	<input type="checkbox"/> 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 _____