



## Financial Aid Loan Change Request Form

Name: \_\_\_\_\_ Student ID: L00 \_\_\_\_\_ Phone #: \_\_\_\_\_ AID YEAR: \_\_\_\_\_ ex. 2016-17

	FALL		SPRING		SUMMER	
<b>Loan Type</b>	Current Amount	Requested Amount	Current Amount	Requested Amount	Current Amount	Requested Amount
Subsidized	\$	\$	\$	\$	\$	\$
Unsubsidized	\$	\$	\$	\$	\$	\$
Plus Loan	\$	\$	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$	\$	\$

If canceling loans, enter \$0 for the requested amount. If loan funds have already disbursed for term in which you are requesting a loan change to decrease loan funding, the *Loan Request Change Form* must be received and processed by the Student Financial Services Office before a refund check is issued and/or fourteen calendar days (14), which ever event occurs first.

\*If you are requesting additional loan funding due to a grade-level change, be advised that no adjustments will be made to your financial aid award until the new grade level has been confirmed and established.

*\*Loan increases due to matriculation in grade level is applicable to undergraduate students only.*

Stafford Loan Grade Level Annual Limit(s)		
	Dependent Students	Independent Students
Grade Level		
Freshman (0-31 credits)	<b>\$5500</b> *Of which up to \$3,500 may be Subsidized as determined by the FAFSA.	<b>\$9,500</b> *Of which up to \$3,500 may be Subsidized as determined by the FAFSA.
Sophomore (32-63 credits)	<b>\$6500</b> * Of which up to \$4,500 may be Subsidized as determined by the FAFSA.	<b>\$10,500</b> * Of which up to \$4,500 may be Subsidized as determined by the FAFSA.
Junior/Senior (64+)	<b>\$7500</b> * Of which up to \$5,500 may be Subsidized as determined by the FAFSA.	<b>\$12,500</b> * Of which up to \$5,500 may be Subsidized as determined by the FAFSA.
Graduate Students	NA	<b>\$20,500</b>

### Terms and Conditions

- I understand that changes made to my loan(s) may result in a 2-3 week processing time.
- I understand that if I drop below half time during any semester (less than 6 credits for undergraduate students / less than 3 credits for graduate students), I am *required* to complete Exit Counseling. Failure to complete this requirement may delay future eligibility and/or disbursements.
- I understand that all loan amounts may need to be split evenly between Fall and Spring –OR– Fall, Spring and Summer Semester(s). I also understand that if I am requesting an increase in loan funding for a single term, it cannot exceed the cost of attendance for the term in consideration.
- I understand that if I am canceling or reducing loan(s), I am still responsible for all charges owed to Concordia University.
- If I am requesting a reduction in loans after funds have already been disbursed for the term, I may be required to return funds directly to the appropriate lender.

By signing below, I am agreeing to the Terms and Conditions as referenced above, and hereby authorize the Student Financial Services Office at Concordia University to make requested changes to my Financial Aid Award Letter.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*When complete, please return this form to:*

Concordia University- Student Financial Services Office \* 1282 Concordia Avenue \* St. Paul, MN 55104

-Or- via fax (651) 603-6298

-Or- scan via email to [finaid@csp.edu](mailto:finaid@csp.edu)