



Office of Financial Aid - Room 241 North  
695 Park Avenue, New York NY 10065  
Phone: 212-772-4820  
Fax: 212-650-3666

## 2023-2024 William D. Ford Federal Direct Loan Change Request

### STUDENT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ EMPLID \_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_\_  
Hunter Email \_\_\_\_\_@myhunter.cuny.edu ( ) \_\_\_\_\_ Phone Number \_\_\_\_\_ Expected Grad Date (MM/YYYY) \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **NOTE: TO APPLY FOR ADDITIONAL PARENT/GRADUATE PLUS LOANS**

**Do not submit this application if you are requesting additional funding for a Parent or Graduate PLUS loan. You must complete and Undergraduate or Graduate PLUS loan application.**

### **LOAN INCREASE**

☐ Subsidized ☐ Unsubsidized  
Loan Period(s): ☐ Summer 2023: \_\_\_\_\_ # of Credits ☐ Fall 2023: \_\_\_\_\_ # of Credits ☐ Spring 2024: \_\_\_\_\_ # of Credits  
Additional Loan Amount Requesting: \_\_\_\_\_ .00  
\$

### **REDUCE OR CANCEL**

You must submit a request form to reduce and/or cancel your Federal Direct loans with the Office of Financial Aid before you can return the funds to the Bursar's Office.

### **LOAN REDUCTION (Please provide total gross amount only):**

<input type="checkbox"/> Subsidized	<input type="checkbox"/> Unsubsidized	<input type="checkbox"/> Parent PLUS	<input type="checkbox"/> Grad PLUS
<input type="checkbox"/> Summer 2023 <input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024	<input type="checkbox"/> Summer 2023 <input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024	<input type="checkbox"/> Summer 2023 <input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024	<input type="checkbox"/> Summer 2023 <input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024
Current Amount \$ _____ .00	Current Amount \$ _____ .00	Current Amount \$ _____ .00	Current Amount \$ _____ .00
Less – \$ _____ .00	Less – \$ _____ .00	Less – \$ _____ .00	Less – \$ _____ .00
New Amount = \$ _____ .00	New Amount = \$ _____ .00	New Amount = \$ _____ .00	New Amount = \$ _____ .00

### **LOAN CANCELLATION (Please provide total gross amount only):**

<input type="checkbox"/> Subsidized	<input type="checkbox"/> Unsubsidized	<input type="checkbox"/> Parent PLUS	<input type="checkbox"/> Grad PLUS
<input type="checkbox"/> Summer 2023 <input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024	<input type="checkbox"/> Summer 2023 <input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024	<input type="checkbox"/> Summer 2023 <input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024	<input type="checkbox"/> Summer 2023 <input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024
Cancel Amount \$ _____ .00	Cancel Amount \$ _____ .00	Cancel Amount \$ _____ .00	Cancel Amount \$ _____ .00

### **PROCESSING TIME AND LOAN ELIGIBILITY DETERMINATION**

Allow at least 20 business days for your loan request to process. Once your loan has been adjusted, you can check the status on your CUNYfirst account. The approved loan amount will be determined by the CUNY Cost of Attendance (COA), minus the Expected Family Contribution (EFC), which is determined by your 2023-2024 FAFSA. Any financial aid and scholarships you are awarded will be deducted from your COA. Students cannot exceed their COA and/or annual loan limit for the academic year. If you received loans from another institution within the 2023-2024 academic year your annual loan limit will be reduced accordingly. You must be registered for at least 6 credits within your career/program plan to be considered for a loan. If you fall below 6 credits at the time of disbursement, your loan will be cancelled and you will be responsible for any unpaid balances. If the Office of Financial Aid receives notification that you have exceeded your COA after disbursement of your loan(s) have occurred, the necessary reductions and/or cancellations will be done and you may incur tuition liability at a later date.

### **NSLDS WEBSITE**

Students should view the NSLDS website to keep track of their loan borrowing such as aggregate limits. NSLDS provides loan history for both undergraduate and graduate borrowing (<https://nslds.ed.gov>).

### **Certification Statement: Handwritten signature(s) ONLY**

By signing below, I acknowledge that I have read and understood everything stated above. I understand that I must repay any additional loan(s) I request. I also understand that by reducing or cancelling my loan(s), I may incur a tuition liability at a later date.

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

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Please upload this form by logging into [CUNYfirst](#). Select Student Center > Student Tools > [Document Upload](#).