



Fairfield University Office of Financial Aid
Loan Change Form

This form is required if the borrower wishes to adjust the amount of any federal or private loan. For private loans, we cannot increase the total amount of the loan. However, we can reduce the loan or move funds semester-to-semester.

Upon submission of this request form, please allow 10-14 business days to be processed and reflected on the account.

Student Name: _____ Fairfield ID #: _____

Email: _____ Phone: _____

Academic Year: _____ Undergraduate or Graduate Student: _____ # of credits for requested semester: _____

Semester in which the change is requested: _____ Fall _____ Spring _____ Summer

Please check the type of loan you need adjusted:

- _____ Federal Direct Graduate Loan
- _____ Federal Direct Undergraduate Loan
- _____ Federal Graduate PLUS Loan
- _____ Federal Parent PLUS Loan
- _____ Private Loan / Lender Name: _____ (please note: we cannot increase the amount of private loans)

What Kind of Change?

- _____ Additional Funds on loan indicated above
- _____ Decrease Funds on loan indicated above
- _____ Return Funds on loan indicated above that have already disbursed (we cannot return funds after 14 days from disbursement)
- _____ Move funds semester-to-semester on loan indicated above

Amount Requested for the Change Indicated Above (you must indicate an EXACT dollar amount)

\$ _____

Borrower Comments/Instructions for the Loan Coordinator:

Include Loan Origination Fee?* (Y/N) _____

***Please note the origination fee for a Federal Parent or Graduate PLUS Loan is approximately 4.228% of the amount of the loan requested and is approximately 1.057% for Federal Direct Loans of the amount of the loan requested. To include the origination fee into the student's cost of attendance, please indicate yes or no to the "Include PLUS Loan Fee" question above.**

If this form will be used to request federal loan funds, the following is required:

- 1) The student has an enrollment of at least 6 credits or more for the semester funds are requested
- 2) The student has an official FAFSA for the current academic school year
- 3) The borrower of the loan completes the Master Promissory Note (MPN) and Entrance Counseling on studentaid.gov
- 4) Complete the Student and/or Parent Authorization Form found on Fairfield.edu/finaid under FAQs and Forms

LOAN AMOUNTS MAY NOT EXCEED THE COST OF ATTENDANCE MINUS ANY FINANCIAL ASSISTANCE FOR ANY SEMESTER

Financial assistance is defined as scholarships, grants, tuition benefits, other loans, outside scholarships, federal work study, etc.

Certifications:

I, the borrower, understand that there may be fees associated with my Federal or Private Loans. I understand that this form does not prevent late fees or holds on a student's account. I understand that if transferring loan funds to another semester, this can result in an additional balance for the semester in which the funds were removed. By signing, I am authorizing the Office of Financial Aid to increase, decrease, return, or alter my loan.

Borrower Name: _____ Date: _____

Borrower Signature: _____