



## 2011-2012 LOAN ADJUSTMENT REQUEST FORM

1422 West Peachtree Street NW, Atlanta, GA 30309  
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If you would like to cancel, reduce, reinstate or reallocate a federal loan, you may do so by completing and submitting this form to the Office of Financial Aid. Be aware that our office is limited in its ability to change a loan amount once funds have been disbursed to your account. In addition, if you wish to cancel all or a portion of your disbursed loan(s), you have 14 days from the date of disbursement to submit this form to our office. Please note that if you cancel all or a portion of a loan that has already disbursed, this adjustment will create a charge on your account. Failure to pay any outstanding balance due to a loan adjustment will result in a hold for outstanding balance due and you will not be allowed to request academic transcripts or have access to enroll in future semesters.

### STUDENT INFORMATION

Name (Print) \_\_\_\_\_ Student ID or SSN: \_\_\_\_\_

### LOAN INFORMATION

#### € Federal Subsidized Stafford Loan

##### FULL ACADEMIC YEAR CHANGES

- € Cancel entire loan
- € Reinstate entire loan
- € Reduce or € Increase loan to \$ \_\_\_\_\_

OR

##### CHANGES BY TERM

- € Reduce to Fall \$ \_\_\_\_\_
- € Reinstate Spring \$ \_\_\_\_\_
- € Increase to Summer \$ \_\_\_\_\_

#### € Federal Unsubsidized Stafford Loan

##### FULL ACADEMIC YEAR CHANGES

- € Cancel entire loan
- € Reinstate entire loan
- € Reduce or € Increase loan to \$ \_\_\_\_\_

OR

##### CHANGES BY TERM

- € Reduce to Fall \$ \_\_\_\_\_
- € Reinstate Spring \$ \_\_\_\_\_
- € Increase to Summer \$ \_\_\_\_\_

#### € Federal Grad Plus Loan

##### FULL ACADEMIC YEAR CHANGES

- € Cancel entire loan
- € Reinstate entire loan
- € Reduce or € Increase loan to \$ \_\_\_\_\_

OR

##### CHANGES BY TERM

- € Reduce to Fall \$ \_\_\_\_\_
- € Reinstate Spring \$ \_\_\_\_\_
- € Increase to Summer \$ \_\_\_\_\_

#### € Reallocation Request for Subsidized Stafford Loan

Reallocation is the process to change a subsidized loan to an unsubsidized, which means that it will be assessed with all applicable loans retroactively to the date the original loan was disbursed. Once the reallocation of the loan has been completed, William D. Ford Federal Direct Loan Program will send a loan disclosure statement for the new reallocated loan. Please note that our office will only be able to reallocate loans that were disbursed at Atlanta's John Marshall Law School. If the loan has been consolidated, we will not be able to process the reallocation.

Loan Period Dates:

Begin \_\_\_\_/\_\_\_\_/\_\_\_\_ End \_\_\_\_/\_\_\_\_/\_\_\_\_ Reallocation Amount \$ \_\_\_\_\_

By signing this form, I certify that I have read and understood the information being provided. Please allow 7 to 10 business days for your request to be processed by our office.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICIAL USE ONLY

DATE PROCESSED \_\_\_\_/\_\_\_\_/\_\_\_\_