



2018-2019

### Loan Adjustment Request Form



1422 West Peachtree Street NW, Atlanta, GA 30309  
Phone: (678)916-2600 Fax: (404) 873-3802

7426 Hodgson Memorial Drive, Savannah, GA 31406  
Phone: (912) 525-3900 Fax: (912) 525-3915

If you would like to adjust or cancel a federal loan, you may do so by completing and submitting this form to the Office of Financial Aid (OFA). **You must submit this form if you are taking credit hours above the flat-rate tuition course load (over 16 credit hours per semester for full-time enrollment, or over 11 credit hours per semester for part-time enrollment), you MUST submit this Loan Adjustment Request Form to the Office of Financial Aid.** Failure to submit this form will result in not receiving financial aid to cover the additional cost per credit hour over the standard course load.

Be aware the OFA is unable to change a loan amount once funds have been disbursed to your student 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, and the OFA will return funds to the lender on your behalf. After 30 days, it will be the student's responsibility to return funds directly to the lender (the Department of Education). Failure to pay any tuition due for credit hours enrolled above the standard course load will result in a hold on your student account.

#### STUDENT INFORMATION

Student Name (Print): \_\_\_\_\_ ID: \_\_\_\_\_  
Last First MI

Law School E-mail: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Enrolled at:  Atlanta's John Marshall Law School  Savannah Law School

#### LOAN INFORMATION

##### **Federal Unsubsidized Stafford Loan**

###### FULL ACADEMIC YEAR CHANGES

- Cancel entire loan
- Reinstate entire loan
- Reduce loan to \$ \_\_\_\_\_

###### CHANGES BY TERM

- Fall 2018     Spring 2019     Summer 2019
- Reduce to \$ \_\_\_\_\_
- Increase to \$ \_\_\_\_\_

##### **Federal Grad Plus Loan**

###### FULL ACADEMIC YEAR CHANGES

- Cancel entire loan
- Reinstate entire loan
- Reduce loan to \$ \_\_\_\_\_

###### CHANGES BY TERM

- Fall 2018     Spring 2019     Summer 2019
- Reduce to \$ \_\_\_\_\_
- Increase to \$ \_\_\_\_\_

##### **Tuition and Fees Only**

###### FULL ACADEMIC YEAR CHANGES

- Award loan funds for tuition and fees only

###### CHANGES BY TERM

- Fall 2018     Spring 2019     Summer 2019
- Award loan funds for tuition and fees only

**By my signature below, I certify that I have read and understand the information being provided.** Please allow 7 to 10 business days for your request to be processed by our office.

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

#### OFFICE OF FINANCIAL AID USE ONLY

Date Adjustment Received: \_\_\_\_\_ Financial Aid Officer Initial: \_\_\_\_\_

Date Adjustment Processed: \_\_\_\_\_ Financial Aid Officer Signature: \_\_\_\_\_