



2019-2020

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 2019 Spring 2020 Summer 2020
- Reduce to/by \$ _____
- Increase to/by \$ _____

Federal Grad Plus Loan

FULL ACADEMIC YEAR CHANGES

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

CHANGES BY TERM

- Fall 2019 Spring 2020 Summer 2020
- Reduce to/by \$ _____
- Increase to/by \$ _____

Tuition and Fees Only

FULL ACADEMIC YEAR CHANGES

- Award loan funds for tuition and fees only

CHANGES BY TERM

- Fall 2019 Spring 2020 Summer 2020
- 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: _____