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: (_____) ________________ |

<table>
<thead>
<tr>
<th>Enrolled at:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Atlanta’s John Marshall Law School</td>
<td>□ Savannah Law School</td>
</tr>
</tbody>
</table>

### 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: ________ |