

**Loan Adjustment Request Form**

Name: \_\_\_\_\_  
LAST NAME FIRST NAME MI

D.O.B: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    **XXX - XX -** \_\_\_\_\_  
MM DD YYY SOCIAL SECURITY # CUNYFIRST ID #

Address: \_\_\_\_\_  
NUMBER/STREET APT # CITY STATE ZIP

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_    Email: \_\_\_\_\_

Please Note: If the loan was disbursed and a refund was issued to you before you cancelled the loan, you may owe a balance to the College

Direct Subsidized Loan     **\*\*Direct Unsubsidized Loan\*\***

I am requesting a **DECREASE** of my Direct Loan in the amount of: \$ \_\_\_\_\_

Fall                                       Spring

I am requesting a **CANCELLATION\*** of my Direct Loan in the amount of: \$ \_\_\_\_\_

Fall                                       Spring

**Applicant Certification:** My signature below certifies that I understand: **1)** this adjustment form is not a Master Promissory Note (MPN); **2)** that I have completed Direct Loan Entrance Counseling before submitting my request; **3)** the Financial Aid Office will determine my eligibility for Federal Direct Loans; **4)** my Federal Direct Loan request cannot be processed until the Financial Aid Office has received the results of my 2019-2020 FAFSA, collected all required documentation, and determined my application information to be correct; **5)** I must maintain half-time enrollment (**6** credits) in order to receive any disbursement of Direct Loan funds; **7)** the Direct Loan amount cannot exceed my cost of attendance (COA) minus any other financial aid awarded; **8)** my loan may be reduced at any time due to a change in enrollment or financial aid eligibility; and **9)** the Bursars' Office will make any necessary deductions from my Federal Direct Loan to pay my remaining tuition liability before I receive the balance of the funds.

Student's Signature: \_\_\_\_\_                                      Date: \_\_\_\_\_

**Contact Info**  
 Office of Financial Aid Kingsborough Community College  
 Room U-201  
 Phone: (718) 368-4644/5651

Received by: \_\_\_\_\_  
 Date: \_\_\_\_\_