Financial Aid Award Adjustment Request

You may be eligible to reduce/cancel your loan(s) through LOCUS (Go to View My Financial Aid under your Student Center). We will process the reduction and notify your lender of the change. **Note:** If you notify both the FAO and your lender of a reduction, we will each process the reduction, resulting in possible late fees assessed by the Office of the Bursar if the loan is now less than your outstanding balance. If you are not able to adjust your loan(s) in LOCUS or wish to reinstate a previously declined award, please submit this form. All amounts should be gross amounts before origination fees are removed. If requesting a reduction more than 14 days after the loan has disbursed, please contact our office first: lufinaid@luc.edu or 773-508-7704. **Check all that apply:**

**Subsidized Stafford Loan**
- □ Cancel entire loan
- □ Reduce loan amount to:
  - Fall $_______  □ Spring $_______  □ Summer $_______
- □ Reinstatement loan amount to:
  - Fall $_______  □ Spring $_______  □ Summer $_______

**Unsubsidized Stafford Loan**
- □ Cancel entire loan
- □ Reduce loan amount to:
  - Fall $_______  □ Winter* $_______  □ Spring $_______  □ Summer $_______
- □ Reinstatement loan amount to:
  - Fall $_______  □ Winter* $_______  □ Spring $_______  □ Summer $_______

**Graduate PLUS Loan**
- □ Cancel entire loan
- □ Reduce loan amount to:
  - Fall $_______  □ Winter* $_______  □ Spring $_______  □ Summer $_______

**Other (Alternative loans, work study, etc.)** ________________________________ (name of award)
- □ Cancel entire award
- □ Reduce award amount to:
  - Fall $_______  □ Winter* $_______  □ Spring $_______  □ Summer $_______
- □ Reinstatement award amount to:
  - Fall $_______  □ Winter* $_______  □ Spring $_______  □ Summer $_______

**Increase loan (only due to change in grade level)**
- □ Sophomore (30-59 credits completed)
- □ Junior/Senior (60+ credits completed)

I understand that rejected loan awards cannot be replaced with grant assistance. I understand that I am responsible for all educational expenses not covered by other financial aid programs. I understand that previously reduced or canceled awards will be reinstated only if requested before the end of the term.

**Student Name:** ____________________________  **Loyola ID:** ____________________________

**Student Signature**

**Date**  

**RD 2016**

*Winter term is for Business students only  **Typed and digital signatures are not acceptable*