If requesting a decrease, 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 requesting a reduction more than 14 days after the loan has disbursed, please contact our office first: lufinait@luc.edu or 773-508-7704

All amounts should be gross amounts before origination fees are removed. For more information about the PLUS loan and origination fees, please visit [http://www.direct.ed.gov/dlq-a.html](http://www.direct.ed.gov/dlq-a.html)

### Decrease PLUS Loan (choose 1)

- [ ] Cancel entire loan
- [ ] Reduce entire loan to $__________
- [ ] Reduce loan amount to:  
  - [ ] Fall $__________  
  - [ ] Spring $__________

If requesting an increase, you may be able to request a new loan through studentloans.gov. However, if you originally requested the maximum amount and are now eligible for a larger amount due to a budget adjustment, please complete this form.

All amounts should be gross amounts before origination fees are removed. For more information about the PLUS loan and origination fees, please visit [http://www.direct.ed.gov/dlq-a.html](http://www.direct.ed.gov/dlq-a.html)

### Increase PLUS Loan (choose 1)

- [ ] Increase entire loan to $__________
- [ ] Reduce loan amount to:  
  - [ ] Fall $__________  
  - [ ] Spring $__________

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.

Parent (Borrower) Signature*  
Date  

*Typed and digital signatures are not acceptable*