



FEDERAL DIRECT LOAN REDUCTION REQUEST (2011-2012)

THE CATHOLIC UNIVERSITY OF AMERICA
Office of Student Financial Assistance

Please submit this form to the Office of Student Financial Assistance if you are requesting a reduction to or cancellation of an existing federal loan. You have the right to cancel all or a portion of any federal loan before disbursement and up to fourteen (14) days after the date on your Notice of Disbursement. This form must be received in the Office of Student Financial Assistance within fourteen (14) days from date of your loans disbursement notice.

Student Name _____ CUA ID # _____
(Please print)

CUA Email _____ Phone Number _____

STUDENT LOANS: Fill in the **final** desired dollar amounts (**not the reduction**) for each term and total.

Loan Type	Fall (Final Amount)	Spring (Final Amount)	Summer (Final Amount)	Total (Final Amount)
Federal Direct Subsidized				
Federal Direct Unsubsidized				
Federal Direct Graduate PLUS				

I am requesting the Office of Financial Aid to make a change to my loan(s) as indicated above.

Student's Signature Date

PARENT LOANS: Fill in the **final** desired dollar amounts (**not the reduction**) for each term and total.

Loan Type	Fall (Final Amount)	Spring (Final Amount)	Summer (Final Amount)	Total (Final Amount)
Federal Direct Parent PLUS				

I am requesting the Office of Financial Aid to make a change to my Federal Direct Parent PLUS Loan(s) as indicated above.

Parent **Borrower** Signature Date

Returning/Repaying Federal Loan Funds after Fourteen (14) Days

After fourteen (14) days from the loan disbursement date, you may still return funds by sending a check to: U.S. Department of Education, Attention: Payment Center, P.O. Box 530260, Atlanta, GA 30353-0260. **After fourteen (14) days any returned funds are treated as a prepayment of your loan and you would be responsible for any loan fees and accrued interest on the amount returned.** To ensure that the payment is properly credited, you need to include a cover letter stating which loan or loans the funds should be applied to, and in what amounts (if repayment is being split between loans).

USE ONE OF THE FOLLOWING METHODS TO RETURN THIS FORM:

MAIL	FAX	IN-PERSON
The Catholic University of America 6 McMahon Hall 620 Michigan Avenue, NE Washington, DC 20064	202-319-5573	McMahon Hall Room 6

OFFICE OF STUDENT FINANCIAL ASSISTANCE USE ONLY

Date Received	Within 14 Days of Disbursement	Refund Received	Notice Sent	Initials
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Date	