

## Liberty University - Office of Financial Aid

### Loan Change Request Form

Please complete the following information indicating the type of loan you would like to change. You will receive a revised award letter, which will reflect the changes requested. If the term of the loan change encompasses the entire 2008-2009 academic year, please be aware that both Fall and Spring disbursements will be affected.

**Before you complete this form, please read this carefully:**

1. LU Financial Aid will accept only two loan change request forms per academic term:
  - a. One change request before disbursement
  - b. One change request after disbursement
2. All federal student loans are paid in 2 or 3 terms/semesters. The only exception to this is students who are graduating that particular term. Per federal regulations, students who are graduating and have a one-semester loan must have their loans pro-rated.
3. Loan Change Forms must be submitted no less than 30 days prior to the end of term. E.g.: Fall 2008 term ends Dec. 19; therefore, the Loan Change Form must be submitted by November 19, 2008 in order for the change to take effect.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ LU ID#: **L** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Anticipated Date of Graduation: \_\_\_\_\_

I am requesting a Federal Stafford loan. Originally, I answered “no” to a loan on the FAFSA.

**Subsidized Stafford Loan Changes:**

- I would like to decline my Subsidized Stafford Loan
- I would like to  increase  decrease my Subsidized Stafford Loan  
by \$ \_\_\_\_\_ .00

**Return funds for the Academic Period:**

- Fall 2008 & Spring 2009  
 Fall 2008 only  
 Spring 2009 only  
 Summer 2009 only

**Unsubsidized Stafford Loan Changes:**

- I would like to decline my Unsubsidized Stafford Loan
- I would like to  increase  decrease my Unsubsidized Stafford Loan  
by \$ \_\_\_\_\_ .00

**Return funds for the Academic Period:**

- Fall 2008 & Spring 2009  
 Fall 2008 only  
 Spring 2009 only  
 Summer 2009 only

**Graduate PLUS Loan Changes:**

- I would like to decline my Graduate PLUS Loan
- I would like to  increase  decrease my Graduate PLUS Loan  
by \$ \_\_\_\_\_ .00

**Return funds for the Academic Period:**

- Fall 2008 & Spring 2009  
 Fall 2008 only  
 Spring 2009 only  
 Summer 2009 only

**Reason for change:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Mail the form to:  
 Office of Financial Aid  
 1971 University Blvd.  
 Lynchburg, VA 24502

or fax the form to:  
**434-582-2053**

If you have any questions  
 please contact us at:  
 434-592-5000

[financialaid@liberty.edu](mailto:financialaid@liberty.edu)  
 or visit us at: [www.liberty.edu](http://www.liberty.edu)