



2011-2012 LOAN CHANGE REQUEST FORM

Federal loans must be distributed equally over your term of enrollment. If you request a loan for \$3500 for fall and spring you will be awarded \$1750 for each semester. Please make your adjustments accordingly and complete all the applicable fields. Please also note that student loans for the Lyndhurst and Hackensack campus are prorated as per federal guidelines. For maximum eligibility determination, please see your financial aid specialist.

NAME: _____

STUDENT ID: _____

This form is submitted to request a change in my: [check all that apply]

Federal Direct Subsidized Loan [] Federal Direct Unsubsidized Loan []

*Federal Direct Parent PLUS Loan []

NJ Class Loan [] Alternative Loan [] Lender ID _____ Lender Name _____

My current loan amount: \$ _____

Increase [] Decrease [] Cancel [] Reinstate []

Fall and Spring [] 2011 Fall Only [] 2012 Spring Only [] 2012 Summer []

New Total Loan Amount: \$ _____ for the term[s] indicated above.

Federal Regulations require completion of a Master Promissory Note (MPN) and Entrance Counseling before federal loan funds can be disbursed. Please complete these at www.studentloans.gov only if you are a first time Federal Direct Loan borrower at Bergen Community College.

If you have received your loan/refund check, and you wish to cancel or reduce your loan, the check must be returned back to the Office of Financial Aid before the loan cancellation/reduction request is processed. If entitled you will receive a revised check and the remaining funds, if any, will be returned to the lender.

Your signature (*your parent's signature if requesting "PLUS" changes*) on this "Loan Change Request Form", authorizes permission for this change. Your revised award indicating the change in your loan award amount and/or term award will be available on Web Advisor. If a change cannot be done, the Office of Financial Aid will notify you.

I understand that I may not be eligible for all/part of a Subsidized Loan. I authorize the Office of Financial Aid to award an Unsubsidized loan if I am not eligible for the Subsidized loan. The minimum amount that can be processed for a Federal Direct Loan is \$300 for the year. For example, if you request \$250 for a Federal Direct Loan, we will process \$300.

Student Signature _____

Date _____

Parent Name _____ ***Signature** _____

(FOR PLUS LOAN ONLY)

Date _____

COMMENTS (OFFICE USE ONLY)