



UNIVERSITY OF SOUTH ALABAMA

For Office Use Only: UGADJ
Worked By: _____
Date: _____

2018-2019 Undergraduate Student Loan Adjustment Form

Student Name: _____ JAG#: _____

Please circle the type of adjustment you are requesting for each type of loan and indicate the total amount of the loan fund(s) you would like to accept. For cancellation and re-offer requests, check the semester(s) you wish to have the loan cancelled or re-offered.

Type of Loan	Type of Adjustment	Requested Amount (Whole dollar amounts only. *NOTE: Loans <i>must</i> be in equal disbursements.)	
		Fall 2018	Spring 2019
Federal Direct Subsidized Loan <i>*NOTE: Undergraduate students must exhaust all Subsidized Loan eligibility before increasing an Unsubsidized Loan</i>	Increase to	\$	\$
	Reduce to	\$	\$
	Re-offer		
	Cancel		
Federal Direct Unsubsidized Loan	Increase to	\$	\$
	Reduce to	\$	\$
	Re-offer		
	Cancel		
Federal Direct Parent PLUS Loan <i>(Requires parent/borrower signature and copy of their valid driver's license or other form of valid government issued identification for signature verification.)</i>	Increase to	\$	\$
	Reduce to	\$	\$
	Re-offer		
	Cancel		

By signing this form, I understand that a request to reduce or cancel a loan that has already paid to the student account or refunded to the student, will become immediately due to the Office of Student Accounting. I also understand that past due balances may incur additional fees and prevent registration for future terms, receipt of official transcripts and/or diplomas.

I also agree to check my JagMail email address for any follow-up correspondence from the Office of Financial Aid regarding my request. If I have requested to have a loan re-offered, I understand that I am responsible for accepting the Terms and Conditions of the loan in PAWS as well as completing a Master Promissory Note (MPN), Entrance Counseling and/or the Federal Direct Parent PLUS Loan application process at www.studentloans.gov if they are not on file with the Office of Financial Aid at the time my request is submitted.

Student Signature (required) _____

Date _____

Parent/PLUS Borrower Signature (required for PLUS requests) _____

Date _____

Please allow five business days for your request to be processed by our office. Please be aware that during peak times the expected processing time may exceed five business days. INCOMPLETE FORMS WILL NOT BE PROCESSED.

*****Typed signatures will not be accepted*****

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