



Loan Adjustment Requisition

NOTE: Students must be officially awarded before a Loan Adjustment Requisition may be submitted.

This document is used to request an increase, decrease, cancel, and/or reinstate a student's existing Direct Loan funding. It is important to be as specific as possible with your request to avoid any unnecessary delays. Following review, the student may receive an email directing them to the Student Self Service system to view your awards or a response detailing why the request could not be processed.

| | |
|-------------|-------------------------|
| Name: | D.O.B: |
| CSC Email: | CSC ID: A |
| Cell Phone: | Home/Alternative Phone: |

Enter the semester(s) you are requesting an adjustment for and specify the aid year below.

Fall

Spring

Summer

Aid Year: _____
(YYYY – YYYY)

Circle the type of housing you will be living in during the aid year indicated above.

On Campus

Off Campus

With Parent(s)/Relative/Friend

Check *one* option below if you circled 'On Campus.'

McClaren Hall _____ (Circle one: Single / Double) Millers Crossing _____ (Circle one: Quad / Family)

Circle the type of adjustment you are requesting.

Accept

Decline

Increase

Decrease

Reinstate

Cancel

Enter the *total* amount of each type of loan funding you want to be considered for each semester.

NOTE: Annual loan limits are subject to eligibility. Contact Financial Aid for further details.

| | | |
|-----------------------------------|----------------------------------|------------------------------------|
| Direct Subsidized Stafford Loan | Amt. for Fall Semester: \$ _____ | Amt. for Spring Semester: \$ _____ |
| Direct Unsubsidized Stafford Loan | Amt. for Fall Semester: \$ _____ | Amt. for Spring Semester: \$ _____ |
| Parent PLUS Loan | Amt. for Fall Semester: \$ _____ | Amt. for Spring Semester: \$ _____ |

See below if you are requesting additional unsubsidized loan funds due to a denied Parent PLUS loan.

Additional Unsubsidized Loan Amount: \$ _____ Frequency: Per Semester _____ Per Year _____

By signing this form, I certify that all the information reported above to qualify for federal student aid is complete and correct.

Student's Signature (electronic signature not accepted)

Date

Return this form to either of the CSC Financial Aid Offices below:

Warner Campus – 700 College Rd, Warner, OK 74469 | P – 918.463.6310 | F – 918.203.3535
Muskogee Port Campus – 2501 N 41st St E, Muskogee, OK 74403 | P – 918.684.5485 | F – 918.203.3535