

Parent PLUS Loan Change Request Form

Please read the following directions carefully. If you would like to make a change to your Federal Direct Parent PLUS Loan, only complete the section that applies to you. Be sure to check the box that applies and include any amount necessary.

Student Name:	Student ID:
Parent Borrower's Name:	Parent's Phone Number:

Loan adjustments can be processed for the full award year or by individual semester. Please indicate which award year and check the box that applies to your request below:

Aid Year: _____ (ex: 2022-23)

Fall Only

Spring Only

Fall/Spring (full aid year)

Check the box in the section below that is applicable to your request:

CANCELATION:

I would like to cancel my PLUS loan

DECREASE:

I would like to decrease my PLUS loan by: \$ _____

TERM ADJUSTMENT:

I would like my Parent PLUS Loan to be applied to *only* the fall semester OR spring semester.

*Note: For **increase requests**, parents must submit a new PLUS Loan Application through <https://studentaid.gov/>. A valid credit check must be on record with the Department of Education. If approved, the request will be sent to Christopher Newport University electronically for processing in approximately 2-3 business days.*

I authorize Christopher Newport University to adjust my Federal Direct Parent PLUS Loan(s) as requested above.

Parent Borrower's Signature:	Date:
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