

# 2023-2024 Parent PLUS Loan Change Request Form

If you would like to adjust your PLUS Loan, you may do so by completing and submitting this form to the Office of Financial Aid. **Please note that any balance resulting from your requested loan changes will be due by published payment due dates and could be subject to late fees.**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Please take the following action for the loan period indicated below (check only one):

Full Year 2023-2024

Fall 2023 only     Spring 2024 only     Summer 2024 only

Parent PLUS Loan:

**Reduce** my undisbursed loan to the following gross amount                      \$\_\_\_\_\_

**Reinstate** my previously declined loan for the following gross amount \$\_\_\_\_\_

**Decline** my previously accepted and undisbursed loan

My signature authorizes the Office of Financial Aid to decline, reduce, or reinstate my PLUS Loan as indicated above. I understand that this reduction or cancellation of my loan may affect the amount owed on my University account. **I understand I am responsible for paying the balance owed to Queens if a balance results from my request.**

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Financial aid signature: \_\_\_\_\_ Date: \_\_\_\_\_