

2025-2026 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 2025-2026

☐ Fall 2025 only ☐ Spring 2026 only ☐ Summer 2026 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: _____