

2025-2026 Graduate Federal Loan Change Request Form

Student Name _____ TUID (9-digit) _____ Contact Phone Number _____

A. I am currently or will be enrolled as a:

- ☐ **Full-time Student** (9+ credits)
☐ **Part-time Student** (4.5-8.5 credits)

B. Use the table below to indicate the change you are requesting and the loan to which it will be applied.

Type of Aid	Requested Change	Amount
<input type="checkbox"/> Unsubsidized Direct Loan (Annual limit = \$20,500)	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease* <input type="checkbox"/> Full Cancellation*	Current Accepted Amount: \$ _____ New Loan Amount: \$ _____
<input type="checkbox"/> Graduate PLUS Loan	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease* <input type="checkbox"/> Full Cancellation*	Current Accepted Amount: \$ _____ New Loan Amount: \$ _____
<input type="checkbox"/> Reinstate my previously declined loan (the loan will be placed back in offered status; you will need to log on to your TU portal to accept)	<input type="checkbox"/> Unsubsidized Direct Loan	Amount: \$ _____

*Decreased/cancelled loans may result in a balance owed to Temple University.

Student Signature _____

Date _____

***Please note: Electronic signatures will not be accepted. Please sign by hand.**

Student Financial Services recommends students upload signed and completed forms in the 'Costs & Aid' tab of TUportal

Form can also be sent to Student Financial Services via TUSafeSend to sfs@temple.edu

DISCLAIMER:

There are limits to when and how we can adjust loans. We cannot increase, reinstate, or create federal loan records for the Fall semester if the student is not registered for Spring and the Fall semester is over. We also cannot adjust loans in this manner after the end of Spring. Please review the [academic calendar](#) for the end-of-semester dates.