Center for Student Financial Planning and Services
99 Main Street
Franklin MA, 02038
P. 508-541-1518
F. 508-541-1941
sfp@dean.edu

Academic Year: 2025-2026

Form: Student Loan Change Request – Direct Subsidized and Direct Unsubsidized Loans

Student Name: ________________________________ Dean College ID: __________________

This form is to reduce, cancel, or reinstate Federal Direct Subsidized and/or Unsubsidized Loans.

It is advised that you discuss the changes with Student Financial Planning before submitting this form. Changes to your loan may result in a balance due on your student account. This form should be submitted to Student Financial Planning at dean.edu/forms

Please select the term you wish to reduce, cancel, or reinstate your Federal Direct Subsidized and/or Unsubsidized Loans

- ☐ Full Year (summer, fall, and spring)
- ☐ Summer 2025
- ☐ Fall 2025
- ☐ Spring 2026

I wish to reduce or cancel my Federal Direct Subsidized and/or Unsubsidized Loans:

- ☐ Starting with the selected term, I wish to cancel **all** my Direct Loans for the entire academic year.
- ☐ Starting with the selected term, I wish to cancel only my Direct Unsubsidized Loans for the entire academic year.
- ☐ I wish to REDUCE my total Direct Loans to $_______ (*indicate gross amount)
  Note: Direct Unsubsidized Loans will be reduced first.

I wish to reinstate my Federal Direct Subsidized and/or Unsubsidized Loans:
(Please select this option if you have previously reduced or declined loans)

- ☐ Starting with the selected term, I wish to reinstate only my Direct Subsidized Loans to my grade level maximum.
- ☐ Starting with the selected term, I wish to reinstate all my Direct Loans to my grade level maximum.
- ☐ I wish to reinstate my total Direct Loans to $ ________ (*indicate gross amount)
  Note: Direct Subsidized Loan eligibility will be offered first.

My parent(s) have applied for and been declined a Federal Direct PLUS Loan:

- ☐ I wish to increase my Federal Direct Unsubsidized Loan to include the total additional loan available due to the PLUS loan decline.

*Federal loans have origination fees applied to the gross loan amount. These fees are a percentage of the total loan amount, and the fee is deducted from the funds that are paid to the school. This means that the amount credited to your student account is less than the total amount you borrow.

Student Signature: __________________________________ Date: ______________________
(must be signed by hand, not typed)

Completed forms should be submitted at dean.edu/forms