



2011-2012 FINANCIAL AID/LOAN ADJUSTMENT FORM

Student Name: _____ NYU-POLY ID: _____.

Please complete all applicable sections below, **SIGN**, date and return to the NYU-POLY Financial Aid Office:
Indicate **the term you wish to make changes (all students must complete this section):**

- Fall Only
 Fall / Spring
 Spring Only
 Summer Only

I wish to accept \$ _____ Subsidized and \$ _____ Unsubsidized in Direct Loans.

If you are not eligible for subsidized loans, do you authorize the Office of Student Financial Aid to process your request in Unsubsidized funds? **Circle: YES NO**

AMOUNT REQUESTED TO BE RETURNED TO LENDER

- Please return \$ _____ Subsidized Federal Direct Loan funds to my lender.
 Please return \$ _____ Unsubsidized Federal Direct Loan funds to my lender.
 Please return \$ _____ Graduate PLUS Federal Direct Loan funds to my lender.
 Please return \$ _____ Alternative Loan to the following lender: _____ (enter lender name)

IMPORTANT NOTE: You may return all or a portion of your federal direct student loan disbursement within 30 days of the disbursement. Any request received after 30 days of the disbursement will not be processed and you will need to contact your lender to return funds.

CANCELLATION REQUEST

- I wish to cancel all of my financial aid (including grants and scholarship funds).
 I wish to cancel all of my Federal Direct Loans.
 I wish to cancel my Unsubsidized Federal Direct Loan.
 OTHER: _____

IMPORTANT NOTE TO ALL LOAN RECIPIENTS: If you received Federal Direct Loan proceeds during your enrollment at NYU-Poly, you **must complete** Loan Exit Counseling. This process can be completed online at www.nsls.ed.gov. Select 'Exit Counseling' on main screen and follow simple instructions to complete your exit counseling.

REINSTATEMENT REQUEST

- I wish to reinstate all of my financial aid (including grants and scholarship funds).
 I wish to reinstate my Subsidized Federal Direct Loan.
 I wish to reinstate my Unsubsidized Federal Direct Loan.
 OTHER: _____

Please indicate the amount(s) you wish to borrow: Sub Direct Loan \$ _____ Unsub Direct Loan \$ _____

LOAN ADJUSTMENT REQUEST

- I am graduating in December 2011. Please process my loan for the Fall term only. I understand that my loan amount will be **prorated** based on my hours of enrollment.
 I wish to **INCREASE** my Federal Direct Loan(s) due to grade level change. My grade level is now:
 Sophomore (28-61 credits) Junior / Senior (62+ credits)
 I wish to **INCREASE** or **REDUCE** my Subsidized Federal Direct Loan amount by \$ _____.
 I wish to **INCREASE** or **REDUCE** my Unsubsidized Federal Direct Loan amount by \$ _____.
 I wish to **REDUCE** my Federal Work Study Award and **Increase** my federal student loan by \$ _____.
 I wish to cancel or REDUCE my Federal Perkins Loan by \$ _____.

I understand that I am responsible for any and all uncovered balances due as a result of the changes I have requested above.

Student Signature: _____ Date: _____.

Please scan completed document to finaidb@poly.edu or fax to the Office of Student Financial Services at 718-260-3052. Mail to NYU-Poly, Jacobs Hall Room 256, Six MetroTech Center, Brooklyn New York 11201.