



# Loan Cancellation Request Form

California State University, Long Beach

**Instructions:** For each term, you want your loan(s) adjusted, circle the action & provide the reduction/cancellation amount(s). Submit form to the Disbursement Office, Brotman Hall, Window #11 within 14 days from the date of your loan notification email. Requests received after 14 days will not be accepted.

**Student Name:** \_\_\_\_\_ **Campus ID:** \_\_\_\_\_ **Last 4 SSN:** \_\_\_\_\_

**Student Phone:** \_\_\_\_\_ **Academic Year:** \_\_\_\_\_

Loan Type	Fall	Spring	Summer	Total Amount to Reduce/Cancel
Subsidized Loan	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	
Unsubsidized Loan	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	
Parent PLUS Loan	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	
Graduate PLUS Loan	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	
Private Loan	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	
Perkins Loan	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	Reduce Cancel Amount: \$	

- If you already have deposited your financial aid check or funds have been received by electronic refund to your financial institution, you must provide a **Cashier's Check, Money Order or Cash payable to CSULB** for the amounts you wished to be cancelled.
- If you have not deposited your financial aid check, it must be returned along with this form.
- Note that **any partial returned loan amount** may be adjusted due to your Loan Origination Fee; this may create a refund to you if excess funding was returned to CSULB.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Loan cancellation will not be processed without signature)*

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(For Parent PLUS only: Loan cancellation will not be processed without signature)*

### For Office Use Only

Disbursement Tracking	Payment Received	Financial Aid Tracking	Forwarded to Cashier's or Refund Technician
Loan disbursement date:	Cash: \$	Date sent to Loan Team:	Cashier's:
Date form received:	CSULB check/cashier's check/Money order number:		Refund Technician:
Disb. Staff name:	Date: Amount: \$		Date: