

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

By submitting this request and signing below I acknowledge that I understand the following:

- QCC will decline the unsubsidized loan portion first as it begins to accrue interest at the time of disbursement.
- Loan declines and reductions may take up to 7 business days to be reflected on The Q.
- I must submit a written request to your office if I want to have the loan(s) reinstated. If I am declining/reducing my loan near or after the end of a semester, I understand that action may be permanent and there is no guarantee of reinstatement.
- If I have already received a refund check I will contact the Business Office to ensure that this decline or reduction will not create a balance on my student account before I submit this request.

Request to decline or reduce your loan by checking the appropriate boxes below.

**Request to DECLINE Direct Loan**

I wish to:

- decline my **Fall** 2020 Direct Loan
  - Subsidized
  - Unsubsidized
- decline my **Spring** 2021 Direct Loan
  - Subsidized
  - Unsubsidized

**Request to REDUCE Direct Loan**

- Once you determine the amount you need, add \$11 per thousand borrowed to include the 1.057% loan origination fee in your gross loan amount. (Example: If you are borrowing \$2,000, add \$11x2 = \$22 and request a gross loan of \$2,022)

I wish to:

- reduce my loan amount
  - Fall** semester original gross amount \_\_\_\_\_ to new gross amount of \_\_\_\_\_
  - Spring** semester original gross amount \_\_\_\_\_ to new gross amount of \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Staff Initials