



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** 2025 Direct Loan
- ☐ Subsidized
 - ☐ Unsubsidized
- ☐ decline my **Spring** 2026 Direct Loan
- ☐ Subsidized
 - ☐ Unsubsidized

Request to REDUCE Direct Loan

- The current loan origination fee is 1.057%. 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 $\$11 \times 2 = \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: _____