



**OFFICE of FINANCIAL AID**  
 700 Park Ave., Suite 211, Norfolk, Virginia 23504-8022  
 P: 757-823-8381 | F: 757-823-9059 | nsu.edu  
 Email: financialaid@nsu.edu

Please read the following directions carefully. If you would like to make a change to your Federal Direct Loans, only complete the section that applies to you.

<b>Student Name:</b>	<b>Student ID:</b>
<b>Spartan Email:</b>	<b>Phone Number:</b>

Loan adjustments can be processed for the full award year or by individual semester. Please indicate the award year and check only the box that applies to your request below:

Aid Year: \_\_\_\_\_ (ex: 2024-25)

Fall only ☐      Spring only ☐      Fall/Spring (full aid year) ☐

**Check the box in the section below that is applicable to your request:**

**CANCELATION:**

- ☐ I would like to cancel my subsidized loan  
☐ I would like to cancel my unsubsidized loan

**INCREASE:**

- ☐ I would like to increase my subsidized loan by: \$ \_\_\_\_\_  
☐ I would like to increase my unsubsidized loan by: \$ \_\_\_\_\_

**DECREASE:**

- ☐ I would like to decrease my subsidized loan by: \$ \_\_\_\_\_  
☐ I would like to decrease my unsubsidized loan by: \$ \_\_\_\_\_

**ACCEPTANCE:**

- ☐ I would now like to accept my previously declined/canceled subsidized loan:  
*Please select one:* ☐ Full amount ☐ Partial amount: \$ \_\_\_\_\_  
☐ I would now like to accept my previously declined/canceled unsubsidized loan.  
*Please select one:* ☐ Full amount ☐ Partial amount: \$ \_\_\_\_\_

I authorize Norfolk State University to adjust my Federal Direct Loan(s) as requested above.

<b>Student Signature:</b>	<b>Date:</b>
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**Financial Aid Office Use Only**

Financial Aid Officer \_\_\_\_\_ Review Date: \_\_\_\_\_

Canceled Loans: ☐ Fall ☐ Spring ☐ Both      Reduced Loans: ☐ Fall ☐ Spring ☐ Both