

Submit forms utilizing one of the options below. Note: email is not a secure form of communication, do not submit documents via email.

- Electronically via the Secure Document Upload Center - [financialaid.buffalo.edu/forms/documentation-upload-center/](http://financialaid.buffalo.edu/forms/documentation-upload-center/). Submit your .pdf, .jpg, .jpeg, or .docx files with your UB Person Number included in the file name.
- Fax to 716-645-6566
- By mail to Financial Aid at 1Capen, Capen Hall, Buffalo, NY 14260

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Person Number: \_\_\_\_\_

### Section 1: Return of a University at Buffalo Refund Check

Complete this section **ONLY** if you are returning a refund check issued by the University at Buffalo for the current academic year. **Return this form and the check to 1Capen.**

Check amount: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

Reduce the following loan(s):  Federal Direct Subsidized Loan       Federal Direct Unsubsidized Loan  
 Federal Direct Parent/Grad PLUS Loan       Other: \_\_\_\_\_

Your check amount reflects the **net** loan amount received after fees have been applied. Your loan will be reduced by the **gross** loan amount to account for the reduction in fees.

### Section 2: Loan Increase Request

Loan increase requests are processed based on maximum eligibility per term. Loan origination fees are taken off of the total loan amount disbursed to your student account. Parent PLUS Loans may be increased by completing a new application at StudentLoans.gov. **Enter the amount you would like added to your existing loan amount:**

	Summer	Fall	Spring
Federal Direct Subsidized Loan*:	\$ _____	\$ _____	\$ _____
Federal Direct Unsubsidized Loan:	\$ _____	\$ _____	\$ _____
Federal Direct Graduate PLUS Loan:	\$ _____	\$ _____	\$ _____

You must have an existing Grad PLUS Loan to request an increase. If you do not already have a Grad PLUS loan, complete the application at StudentLoans.gov. **A credit check will be run by the Department of Education if a valid credit decision is not on file.**

\*If not eligible for the full subsidized loan amount requested, I authorize that an unsubsidized loan be processed in its place (initial) \_\_\_\_\_

### Section 3: Financial Aid Reduction/Cancellation Request

Reductions will only be applied to undisbursed amounts or amounts disbursed within the last 120 days. **Enter the amount you would like to return.** For example, if you accepted a \$3,500 loan and you would like to keep \$2,000, enter \$1,500 below. **Check the box to cancel the loan completely.**

	Summer	Fall	Spring	Cancel All
Federal Direct Subsidized Loan:	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
Federal Direct Unsubsidized Loan:	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
Federal Direct Graduate PLUS Loan:	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
Other: _____:	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>

### Signature and Authorization to Process Request - Please handwrite your signature. Typed Signatures cannot be accepted.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature (Required for Parent PLUS Loan revisions): \_\_\_\_\_