

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 - www.buffalo.edu/financialaid/manage/forms/document-upload.html.
Submit your files with your UB Person Number included in the file name. **All Financial Aid Forms require your legal 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: 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:	\$ _____	\$ _____	\$ _____

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

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

Section 2: 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	
Federal Direct Subsidized Loan:	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
Federal Direct Unsubsidized Loan:	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
Federal Direct PLUS* Loan:	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
Other: _____:	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>

Net vs. gross amount of loan reduced:

If you wish to reduce your loan by the amount of the refund you received UB, please initial here _____.

The refund is the Net amount – the Net amount is the Gross amount with the origination fees taken out. If not initialed, we will assume you want the Gross amount reduced.

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

(Signatures cannot be typed)

Student Signature: _____ Date: _____

*Parent Signature (Required for Parent PLUS Loan revisions): _____