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:

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.

Federal Direct Subsidized Loan: $__________  $__________  $__________  ☐
Federal Direct Unsubsidized Loan: $__________  $__________  $__________  ☐
Federal Direct Graduate PLUS Loan: $__________  $__________  $__________  ☐
Other: __________________________: $__________  $__________  $__________  ☐

Signature and Authorization to Process Request

Student Signature: ___________________________ Date: __________________________

Parent Signature (Required for Parent PLUS Loan revisions): ___________________________