

**Deadlines**

Nov. 30th: Fall Request

April 30th: Spring Request

**CHARLESTON**  
S C H O O L O F L A W

**Loan Change Request Form**

*Please allow 7 to 10 business days for your request to be processed.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Change Requested:**

Please circle loan and indicate amount.

- I wish to **Increase** my Direct Unsubsidized/Direct Grad Plus by \$ \_\_\_\_\_
- I wish to **Decrease** my Direct Unsubsidized/Direct Grad Plus by \$ \_\_\_\_\_

*\*\* Please keep in mind you are indicating the gross amount and there will be an origination fee taken out by the Department of Education. It is possible, due to these origination fees, if you decrease your initial loan, you may owe a balance back to Charleston School of Law.*

*Please note loans are processed by the Charleston School of Law for the entire academic year (fall and spring semesters) and subsequently any change requested will be processed accordingly. Students requesting fall and/or spring only loans must contact the office for more information.*

**Please complete, sign and submit this form to [financialaid@CharlestonLaw.edu](mailto:financialaid@CharlestonLaw.edu) or fax to 843.720.1252.**

I understand that my loan change request is subject to yearly and lifetime loan limits and by total financial need (cost of attendance minus other aid received).

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date