

REVISION REQUEST FORM 2025-2026

Name: _____ Student ID (#790) _____

Use this form to adjust loans ONLY after finalizing your award in GrizPortal.

Enrollment changes must be submitted through Enrollment Status Change form on the Financial Aid website.

Processing typically takes 1-2 weeks but may take longer during peak processing times.

Loan Adjustment Request:

ATTENTION: If you are unsure if this is the form you need or want instructions/information please see the back page of this document, the second page if viewing in PDF format, or speak with a financial aid advisor at the Financial Aid Office located on the 5th floor of Aber Hall. **NOTE: Amount requested reflects the additional or reduced amount only, not the total annual loan amount for the academic year.**

Subsidized Loan	Increase by: \$ _____	Decrease by: \$ _____
Unsubsidized Loan	Increase by: \$ _____	Decrease by: \$ _____
Parent PLUS Loan	Increase by: \$ _____	Decrease by: \$ _____
Graduate PLUS Loan	Increase by: \$ _____	Decrease by: \$ _____
Private/Alternative Loan	Increase by: \$ _____	Decrease by: \$ _____

I will NOT be attending: (Circle) AUTUMM SPRING SUMMER FULL YEAR

Student Signature: _____ Date: _____

- Typed or font based signatures will not be accepted. You must use a physical electronic handwritten signature ex: stylus, finger, pen etc.
- UM reserves the right to adjust or deny this request based on eligibility
- The student is responsible for ensuring all required documentation is submitted.

OFFICE USE ONLY:

Received by: _____ ZREV _____

RHACOMM _____ Processed _____

Loan Instructions and Information

Graduate PLUS Loan Instructions and Information

- If you previously declined your Graduate PLUS Loan and now wish to borrow it, submitting this form will initiate a credit check on your behalf.
- You are responsible for temporarily lifting any credit freezes before submitting this form. The Department of Education does NOT notify you if a credit freeze prevents the credit check. If your credit is frozen at the time of the check, the Graduate PLUS Loan application will be denied and listed as “unable to determine credit” or similar language.
- If your credit returns a freeze, you must temporarily lift the freeze and apply for your Graduate PLUS Loan directly at studentaid.gov. Once completed, notify our office so we can watch for the loan and process it.
- You may also be required to complete a Master Promissory Note (MPN) if your previous MPN has expired, or if the system requires a new one for any reason.

Parent PLUS Loan Instructions and Information

- You may use this form to request a decrease to your Parent PLUS Loan.
- If you are requesting an increase within the loan amount already approved by your lender, you may complete this form (no parent signature required).
- If you are requesting an increase beyond the approved amount, your parent must submit a new request at studentaid.gov.

Denied Loan Instructions and Information (Adverse Credit):

- If your credit is denied, The U.S. Department of Education will notify you directly.
- If an endorser is required due to adverse credit, you must:
 - Obtain an approved endorser
 - Complete PLUS credit counseling
 - Sign a new Master Promissory Note (MPN)
- All three steps must be completed after your endorser is approved.
- These are U.S. Department of Education requirements, and your loan cannot be processed by our office until they are complete.

Private/Alternative Loan Instructions/Information

- You may use this form to request a decrease to your private/ alternative loan.
- You may use this form to request an increase within the loan amount already approved by your lender, as long as the loan is still within the certification window (typically the same aid year and term and before disbursement deadline).
- You cannot request more than the amount approved by your lender. Private loans are provided by your lender, not the university.
- After approval, please allow up to 3 weeks for loan funds to arrive. Please note that approximately 10 days of this period is a required cooling-off period set by your lender.