

**HOW TO SUBMIT**

Online Log on to MyUCLA> click Finances and Jobs tab> under Financial Aid and Scholarships click> View All Documents.  
 Attach form as necessary.

## 2023-2024 Loan Adjustment Request

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Class Year \_\_\_\_\_ UCLA 9-Digit ID# \_\_\_\_\_

Please use this form to request an adjustment to your 2023-2024 financial aid awards.  
**\*Requests must be submitted at least (2) weeks prior to end of enrollment period/term.**

Loan Type (Check Box)	<input type="checkbox"/> Reduce Loan <input type="checkbox"/> Increase Loan	<input type="checkbox"/> Cancel Loan
<input type="checkbox"/> Direct Unsubsidized	Adjust loan for following quarter(s) by: <input type="checkbox"/> Fall        \$ _____ <input type="checkbox"/> Winter      \$ _____ <input type="checkbox"/> Spring      \$ _____ <input type="checkbox"/> Summer     \$ _____	Cancel loan for following quarter(s): <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer
<input type="checkbox"/> Direct Grad PLUS	Adjust loan for following quarter(s) by: <input type="checkbox"/> Fall        \$ _____ <input type="checkbox"/> Winter      \$ _____ <input type="checkbox"/> Spring      \$ _____ <input type="checkbox"/> Summer     \$ _____	Cancel loan for following quarter(s): <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer
<input type="checkbox"/> McCoy University Loan	Adjust loan for following quarter(s) by: <input type="checkbox"/> Fall        \$ _____ <input type="checkbox"/> Winter      \$ _____ <input type="checkbox"/> Spring      \$ _____ <input type="checkbox"/> Summer     \$ _____	Cancel loan for following quarter(s): <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer
<input type="checkbox"/> HPSL University Loan	Adjust loan for following quarter(s) by: <input type="checkbox"/> Fall        \$ _____ <input type="checkbox"/> Winter      \$ _____ <input type="checkbox"/> Spring      \$ _____ <input type="checkbox"/> Summer     \$ _____	Cancel loan for following quarter(s): <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer
<input type="checkbox"/> Alternative Loan (Private non-Federal)	Adjust loan for following quarter(s) by: <input type="checkbox"/> Fall        \$ _____ <input type="checkbox"/> Winter      \$ _____ <input type="checkbox"/> Spring      \$ _____ <input type="checkbox"/> Summer     \$ _____	Cancel loan for following quarter(s): <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer
<input type="checkbox"/> Direct Unsubsidized <input type="checkbox"/> Direct Grad PLUS	<b><u>Reinstate a previously canceled loan:</u></b> Enter the reinstated loan amount: \$ _____	

*\*We can only cancel Direct Loans disbursed within 120 days from disbursement date.  
 You will be billed for funds already disbursed.*

*\*Only Direct Unsubsidized and Direct Grad PLUS are eligible for increase loan request.*

Other Reduction requests not listed: Please Explain \_\_\_\_\_

*A new electronic Financial Aid Notification (eFAN) will be posted on MyUCLA (www.my.ucla.edu) when your awards are revised.*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_