

# Loan Return Request

Office of Student Financial Services  
P.O. Box 20036  
Houston, Texas 77030  
Phone: (713) 500-3860 Fax: (713) 500-3863

Students or parents have the right to cancel all or a portion of the loan(s) made available through the Federal Direct Loan program or alternative loan prior to the disbursement or within 14 days of the loan(s) being disbursed to the student's tuition account. If you have exceeded the 14-day return period, you will need to contact your Loan Servicer or lender.

To return an already disbursed loan and/or aid, complete and submit this form and the funds you are returning to the Office of Student Financial Services. Checks should be made payable to: UTHealth.

## Step 1: Student Information

\_\_\_\_\_  
Student Last Name      First Name      Middle Initial      School ID Number      Award Year

## Step 2: Indicate amount being returned

Type of Loan	Amount being Returned
Subsidized Loan	
Unsubsidized Loan	
Parent PLUS Loan	
Graduate PLUS Loan	
College Access Loan	
Alternative Loan (Lender: _____)	
Other:	

***\*Round to whole dollar; cents not accepted***

## Step 3: Certification Statement

I, \_\_\_\_\_, confirm my acknowledgement of the following:

- I understand future disbursements will be cancelled
- I understand that if the loan has disbursed and I request funds to be returned/cancelled, I may owe tuition for the term
- I understand I am responsible for loan fees and/or interest accrued after disbursement
- I understand the funds will not be processed if submitted after the allowable timeframe of 14 days after disbursement date
- I understand during peak times, processing may take longer than normal

## Step 5: Student Signature

I certify that this form is true and correct to the best of my knowledge.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (Parent PLUS loans only)

\_\_\_\_\_  
Date

----- FOR OFFICE USE ONLY -----

\* Attach copy of check