

**Please complete this form using ink. Electronic or typed signatures are not acceptable.**

Loan recipients are encouraged to borrow wisely. When a refund check issued by the college is returned to the Student Accounts (Bursars) Office to reduce loan(s), the following order will be used to reduce loan(s). Note that some of these loans may not be applicable based on your individual borrowing situation.

- 1) Federal Direct Parent PLUS Loan
- 2) Federal Direct Graduate PLUS Loan
- 3) Private Student Loan
- 4) Federal Direct Unsubsidized Student Loan
- 5) Federal Direct Subsidized Student Loan

Students who are requesting that loan(s) be reduced in an order different than that listed above must talk with a representative of the Financial Aid Office **before** submitting this form.

Upon submission of this form, the Student Accounts (Bursars) Office will give the completed form to the Financial Aid Office so that the loan(s) can be reduced. The student will be notified by the Financial Aid Office via college email when the loan(s) have been reduced.

### Section I – to be completed by the Student

_____		<b>U00</b>
Last Name	First Name	Student ID
_____		
Student Cell Number		
_____		
Student's Signature		Date

### Section II – to be completed by the Student Accounts (Bursars) Office

Check Returned is for This Semester (select ONE):     Summer     Fall     Spring

_____	_____	_____
Check Amount	Check Number	Check Date
_____		
Signature of Student Account (Bursars) Office Staff		Date

### Section III – to be completed by the Financial Aid Office

Check each box to designate that the required task has been completed. Date entered specifies when all tasks in this section were finished.

<input type="checkbox"/> RRAAREQ	<input type="checkbox"/> Loan reduced (RLADLOR, RPAAWRD, ROAIMMP / ELMOne
<input type="checkbox"/> RHACOMM	<input type="checkbox"/> Student notified

Email sent from finaid@ sunyit.edu to student's official college email account with cc to bursar@sunyit.edu

_____	_____
Signature from Financial Aid Office Staff	Date