

**Florida State University  
Loan Refusal / Reduction**

**This form cannot be completed in a web browser, you must download it to your computer.**

This form is used to request that your federal direct subsidized, unsubsidized, Parent PLUS, or Graduate PLUS loan, or that your TEACH grant, be reduced or entirely returned to the government after it has been disbursed to you. By law you have the right to return all or a portion of your award to Florida State University within 14 days of the day that it disburses.

**Important Note:** Refusing or reducing a loan or grant means that FSU will reverse the original financial aid payment on your MyFSU account, which may result in your owing a balance to cover the returned funds. The charges that were originally paid by your financial aid will once again be due. This means that you may see charges on your account for the repayment of a refund, tuition, housing, dining, or any other charges that your refused or reduced aid originally paid. Failure to pay your outstanding charges in a timely manner may result in the assessment of late payment fees.

**Student Information**

Student Name:	<input type="text"/>	Student EMPLID:	<input type="text"/>
Contact Email:	<input type="text"/>	Contact Phone:	<input type="text"/>
Year and Term of Return / Refusal:	<input type="text"/>		

**Refusal / Reduction Information**

Please identify which awards you would like to reduce or return. If making a reduction, please indicate the amount that you would like to reduce your award by.

**Subsidized Loan**

<input type="radio"/> Return Entire Amount	<input type="radio"/> Return Specific Amount
Amount to Return: <input type="text"/>	

**Unsubsidized Loan**

<input type="radio"/> Return Entire Amount	<input type="radio"/> Return Specific Amount
Amount to Return: <input type="text"/>	

**PLUS Loan**

<input type="radio"/> Return Entire Amount	<input type="radio"/> Return Specific Amount
Amount to Return: <input type="text"/>	

**Private Loan**

<input type="radio"/> Return Entire Amount	<input type="radio"/> Return Specific Amount
Amount to Return: <input type="text"/>	

**Approval**

Sign the form below using Adobe's electronic signature by clicking on the empty box next to "Student Signature". Once signed, save this form to your desktop as "YourLastName\_YourFirstInitial.PDF" and email it to [ctl-loanrefusal@fsu.edu](mailto:ctl-loanrefusal@fsu.edu).

Student Signature: