



BAPTIST HEALTH SCIENCES UNIVERSITY

Student Financial Aid Office

1003 Monroe Avenue

Memphis, TN 38104

Office: (901) 575-2247

Email: financial.aid@bchs.edu

STUDENT LOAN ADJUSTMENT FORM

INSTRUCTIONS:

You may use this form to request changes to your Federal Direct Student Loans (subsidized or unsubsidized) after your initial award. Federal Direct Student Loans are limited by grade level, dependency status, and the amount of loans you have previously borrowed during your entire academic career.

***See the eligibility chart at the end of this form for loan limit details.**

This form must be signed by the parent borrower if adjustment request is for a PLUS loan. You will receive an e-mail to your BHSU account once the adjustments are made. Please allow 3 to 5 business days to process your request.

A. STUDENT INFORMATION

Student Name: _____ (Please Print) Student ID#: _____

Phone Number _____ Email: _____@baptistu.edu
(Area Code)

B. REQUEST TO CANCEL FEDERAL DIRECT LOAN

Change	Fall 2023	Spring 2024	Summer 2024
Cancel my Federal Direct Subsidized Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancel my Federal Direct Unsubsidized Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancel my Federal Direct Parent PLUS Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. REQUEST TO REINSTATE FEDERAL DIRECT LOAN

I previously declined my entire Direct Loan award for the academic year. Please reinstate my loans as initially awarded for the checked terms.

Change	Fall 2023	Spring 2024	Summer 2024
Reinstate my Federal Direct Subsidized Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reinstate my Federal Direct Unsubsidized Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reinstate my Federal Direct Parent PLUS Loan (Must be within 90 days of credit approval)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. REQUEST TO CHANGE FEDERAL DIRECT LOAN

I previously accepted part/or my entire Direct Loan offer for the academic year.

Change	Loan Type	Change Amount	New Loan Total	Term (check all that apply)
<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	Federal Direct Subsidized Loan	\$ _____	\$ _____	<input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024 <input type="checkbox"/> Summer 2024
<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	Federal Direct Unsubsidized Loan	\$ _____	\$ _____	<input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024 <input type="checkbox"/> Summer 2024
<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	Federal Direct Parent PLUS Loan	\$ _____	\$ _____	<input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024 <input type="checkbox"/> Summer 2024

NOTE: Loan increase and decrease requests for Direct Loans that have NOT disbursed will be equally divided based on the terms included on your original award letter, unless specified differently. Requests to decrease a previously disbursed Direct Loan must be made within 60 days of the same loan being credited to your BHSU account. Decreasing or cancelling a previously disbursed Direct Loan may result in a balance owed on your student account. Balances that remain unpaid may result in deletion of classes, and/or holds placed on your account that will prevent future registration, graduation, and/or transcript releases until the account is paid in full.

E. CERTIFICATION AND SIGNATURE

Each person signing below certifies that all of the information reported is complete and correct.

Student's Signature (Required)

Date (Required)

Parent's Signature (Required, if adjustment is for a Parent Loan)

Date (Required)

Annual Limits for Students Who Borrowed in the Federal Direct Loan Program						
Year in School	Dependent Undergraduates			Independent Undergraduates & Dependent Undergraduates Whose Parents Were Denied a PLUS Loan		
Hours Earned	Subsidized or Unsubsidized	Additional Unsubsidized	Annual Maximum	Subsidized or Unsubsidized	Additional Unsubsidized	Annual Maximum
Freshmen (0-29 hours)	\$ 3,500	\$ 2,000	\$ 5,500	\$ 3,500	\$ 6,000	\$ 9,500
Sophomore (30-59 hours)	\$ 4,500	\$ 2,000	\$ 6,500	\$ 4,500	\$ 6,000	\$ 10,500
Junior (60-89 hours)	\$ 5,500	\$ 2,000	\$ 7,500	\$ 5,500	\$ 7,000	\$ 12,500
Senior (90+ hours)	\$ 5,500	\$ 2,000	\$ 7,500	\$ 5,500	\$ 7,000	\$ 12,500
Aggregate Loan Limits						
Dependent Undergraduate						
Subsidized		Unsubsidized			Maximum Loan Eligibility	
\$ 23,000		\$ 8,000			\$31,000	
Independent Undergraduate						
Subsidized		Unsubsidized			Maximum Loan Eligibility	
\$ 23,000		\$ 34,500			\$ 57,500	
Graduate Students						
\$0		\$10,250/term			\$138,500	