

## Loan Return Form

A. Student Information	
<b>Student Name:</b>	<b>NAU ID:</b>

**Purpose of this form:** To return funds to the Federal Direct Loan/TEACH Program or Private Loan lender.

**Important:** Complete this form only if you wish to decline or reduce loan amounts applied to university fees or paid to you. Please note that you have **120 calendar days** to return funds to Student and Departmental Account Services from the date the loan(s) disbursed to you.

- A. With payment: Return this form and your check/money order to the address below.  
or
- B. With VOIDED NAU Refund check: Return this form and your VOIDED NAU Refund check if you are only reducing your loan by the refund amount, to the address below.

Student and Departmental Account Services  
 Gammage Administration Building  
 PO Box 4079  
 Flagstaff, AZ 86011-4079

**IMPORTANT:** Canceling disbursed loans may result in charges immediately due on your account. These charges may also accrue late fees. Past-due charges may also prevent enrollment in future terms.

Please note that if you choose to reduce your full loan amounts for the fall semester, your entire loan for the year will be declined and canceled. You will need to contact our office to have your loan re-awarded for the spring only. If you are reducing/declining the entire amount of a PLUS (Grad or Parent) loan, your entire loan amount for the year will be canceled. You will need to apply for a Spring only PLUS loan.

B. Semester(s) for which you are requesting the loan return:	
<input type="checkbox"/> Fall 2024 <input type="checkbox"/> Spring 2025 <input type="checkbox"/> Summer 2025	
C. Reduction Amount	Type of Aid
\$	Federal Direct Subsidized Loan
\$	Federal Direct Unsubsidized Loan
\$	Federal Direct Parent PLUS Loan
\$	Federal Direct Grad PLUS Loan
\$	Federal TEACH Grant
\$	Private/Alternative Loan – please allow 4-6 weeks for funds to be returned to the lender

D. Agreement and Understanding	
<p><b>Student Certification:</b> By signing below, I understand that I am responsible for any tuition, fees, housing, or other charges that were originally paid by my loan/TEACH Grant funds.</p> <p style="text-align: center;"><b>Typed, copied, or electronic signatures will not be accepted.</b></p>	
<b>Student Signature:</b>	<b>Date:</b>
<b>Parent Signature:</b> <small>(required only if Parent PLUS loan is being returned)</small>	<b>Date:</b>