



FEDERAL DIRECT LOAN CANCELLATION/RETURN FORM

Students who are requesting loans to be cancelled/returned to the servicer must submit this document in person.

Loan cancellation must be requested within 14 calendar days of your loan disbursement to the school. Requests made more than 14 calendar days after disbursement cannot be processed by Normandale. *See instructions at the bottom of this form about how to find contact information for your loan servicer.*

Please indicate your disbursement date here: _____ (listed in your e-services)

Date turning form in: _____

Name: Please print legibly _____
Last Name First Name MI

Student or Star ID _____ Phone number _____

I would like the following amount(s) to be returned:

Federal Unsubsidized Direct Loan**	\$	_____	.00
Federal Subsidized Direct Loan	\$	_____	.00
Federal PLUS Direct Loan	\$	_____	.00

****We recommend you return unsubsidized loan first to reduce the amount of interest you will need to pay.**

_____ I understand this will create a balance I owe to Normandale in the amount of \$ _____ (total of all returned amounts above)

Please check one of the boxes below on how you will repay the returned funds.

_____ I have attached the overage check to be cancelled and applied to the balance owed.

_____ I have provided a check/cash payment in the amount of the balance owed.

_____ I have signed up for the payment plan to pay the amount of the balance owed.

_____ I will pay electronically in eServices within 10 business days.

Signature

Date

Allow 5 business days for this to be processed.

HOW TO FIND YOUR LOAN SERVICER

- Log into www.studentaid.gov
- Visit your account dashboard and scroll down to the "My Loan Servicers" section,
OR
- Call the Federal Student Aid Information Center (FSAIC) at 1-800-433-3243.

Processing procedures:

Student submits in person:

Student Services verifies that we are within 14 days of disbursement, that student has checked a repayment option, signed. If past 14 days, respond to student to pay servicer with information on bottom of the form.

If returned with anything other than cash, give to Brenda (with check attached if applicable).

If returned with cash payment, request SFS assistance to take cash payment.

If student submits online must have selected payment plan or eServices payment option. Brenda will process and forward on to SFS. Student should submit through the FA Doc Submitter.

Brenda will return loan amount, creating balance. SFS will apply payment if received or cancel check.