

University Bursar's Office Information and Notification of a Parent Borrower's Right to Cancel a Federal Direct PLUS Loan

- You are receiving the enclosed check because the current fees for the semester that were outstanding at the time of disbursement have been paid. The amount disbursed is for one semester. Use the remaining funds to assist with your student's expenses throughout the semester.
- If you have questions about what eligible fees were paid by financial aid funds, or if any other monies are due to the university, your student can view that information on their [my.SDSU](#) account. Your student may also release information to a third party by submitting an [Authorization to Release information](#).
- San Diego State University policy is to apply financial aid and/or scholarship funds directly to charges for the semester's basic tuition and fees, residence hall charges, and other eligible institutional expenses (including financial aid overpayments) at the time of disbursement. An excess financial aid will be refunded to the student directly via direct deposit (if enrolled) or check.
- You have the right to cancel all or a portion of your loan and have the loan proceeds returned to the holder of the loan. If you cancel your loan completely for the fall semester, it automatically cancels the loan for the rest of the academic year. If you reduce your loan, then it does not charge your loan amount for the following semester. If you wish to cancel or reduce your loan, you have several options described on the form below.
- Students are responsible for actively checking their student account for any pending charges not covered by their aid.

Please complete and return the form to our office if you want to cancel or reduce your loan.

You have 14 days once you receive this check to return unwanted loan funds to the University Bursar's Office

✂----- Cut here and return bottom portion if you wish to cancel or reduce your Parent PLUS Loan -----

Return the completed form and check (s) to: **University Bursar's Office**
San Diego State University
5500 Campanile Drive, SSW-2536
San Diego, Ca 92182 7425

Please make check payable to: San Diego State University

Student's Name: _____ **Student's RedID/Empl ID Number:** _____

Parent PLUS Loan Payee Name: _____

**We are only able to do a loan cancellation/ reduction if your loan has been refunded to you within the last 14 days*

Select one of the following options:

Circle Semester of the loan you will be reducing or cancelling: Summer / Fall / Spring **Year:** _____

_____ I would like to reduce my Parent PLUS Loan by the following amount \$
(Include a check for this amount with this form to the address listed above.)*

_____ I would like to cancel my Parent PLUS Loan. (Either return the check you received from us and any amounts that were applied to student charges from the Parent PLUS Loan or write a check for the complete amount of the Parent Plus Loan.)*

If you want to keep the amount already disbursed and the amount applied to the student's charges, if any, but cancel the next scheduled disbursement for this academic year, contact the [Cal Coast Student Financial Center](#).

Parent Loan Payee Signature: _____ **Date:** _____

*It is the students responsibility to monitor their my.SDSU account for any changes to their account.

