



# Student Loan Revision Request – Aid Year 2025-2026

Office of Financial Aid

Return form to: [financialaid@uams.edu](mailto:financialaid@uams.edu) or mail to: 4301 W. Markham St., Slot 864, Little Rock, AR 72205

Phone: (501) 686-5451 Fax: (501) 686-8002

If emailed, the form **MUST** be sent from the student's UAMS email address.

## Student Information

Name: \_\_\_\_\_ Workday Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 1: Return of UAMS Credit Balance or Refund-(must be within the first 10 days of class (14 calendar days))

Complete this section **ONLY** if you are returning the amount of a credit balance on your student account or refund issued by UAMS. Students have the right to return/cancel all or a portion of Federal Direct loan funds within 120 days from the disbursement date. **The Financial Aid office will return funds to your loan servicer, on your behalf, only within the first 10 days of class (14 calendar days).** After this time, it is the student's responsibility to return funds directly to the loan servicer. The student can return all or part of the loan within 120 days of disbursement and no interest or fees will be charged. One-term loan reductions require an equal reduction of any/all future term disbursements. *Example:* Fall reduction requires an equal reduction of the Spring award. The loan type reduced will be made based on what is in the best interest of the student. **Please check one of the boxes below:**

- Credit Balance** - I wish to have my credit balance returned. (Select this option only if your refund has not been processed.)
- Paper Check** - my original refund check is attached to this form – Check# \_\_\_\_\_ Check Amount \_\_\_\_\_
- Paper Check** - my original refund check is **NOT** attached to this form. I am prepared to pay any balance owed within 2 days to UAMS based on the adjustment of my student loan(s). Please cancel the total amount of my student refund for –  
**Circle one - Summer Header (PA only)      Fall      Spring      Summer Trailer**
- Direct Deposit** - my refund was direct deposited to my bank account. I am prepared to pay any balance within 2 days owed to UAMS based on the adjustment of my student loan(s). Please cancel the total amount of my student refund for –  
**Circle one - Summer Header (PA only)      Fall      Spring      Summer Trailer**

Your check/direct deposit amount reflects the **net** loan amount received after fees have been applied. Your loan will be reduced by the **gross** loan amount to account for the reduction in fees.

## Section 2: Reinstate Previously Declined Loan or Request a One Term Loan

Federal student loan regulations require federal loans to be split equally for students anticipated to enroll in multiple terms during the academic year (**this includes the Summer Header term for Physician Assistant Students.**). However, if you will only need loan funds for one term, you can request a one-term loan. One-term loans will be processed as a separate loan for the term indicated and will not be approved if the increase creates an over-award for the term or aid year. The Department of Education charges a loan processing fee for each disbursement. You will need to consider this processing fee when determining the amount you wish borrow. Please contact our office if you need assistance determining the correct loan amount. **Note:** Loans cannot be processed after the term ends or after you cease to be enrolled at least half-time. The deadline to request loan is two weeks prior to the end of the term. We cannot guarantee a loan will be processed if submitted after the deadline. **Direct Graduate PLUS loans must be increased at studentaid.gov. You will need to submit a new Graduate PLUS loan application for the amount you wish to increase.**

- Please reinstate my aid that was previously declined or canceled. (Once reinstated, you will need to accept or reduce in Workday.)
- I only need a one-term loan. Please indicate the term below you will need the loan. (Once setup, you will need to accept or reduce in Workday.)

Loan Type	Summer Header (PA Only)	Fall	Spring	Summer Trailer
Federal Subsidized Loan: (Undergrad only)				
Federal Unsubsidized Loan:				

\*If not eligible for the full subsidized loan, I authorize that an unsubsidized loan be processed in its place (initial) \_\_\_\_\_

## Section 3: Loan Reduction/Cancellation Request

**Reductions/cancellations will only be applied to undisbursed amounts. If loan has disbursed, please complete section 1.**

One-term loan reductions require an equal reduction of any/all future term disbursements. *Example:* Fall reduction requires an equal reduction of the Spring award. **Enter the amount you would like to return. To cancel a loan in full, write "cancel" under the appropriate term(s):**

Loan Type	Summer Header (PA Only)	Fall	Spring	Summer Trailer
Federal Subsidized Loan: (Undergrad only)	\$	\$	\$	\$
Federal Unsubsidized Loan:	\$	\$	\$	\$
Federal Graduate PLUS Loan:	\$	\$	\$	\$
Other _____: e.g. Health Professions, Nursing Loan, etc.	\$	\$	\$	\$

The adjustment on your student account will reflect the **net** loan amount. Your loan will be reduced by the **gross** loan amount to account for the reduction in fees. You will be responsible for any balance owed to UAMS based on the adjustment of your student loan(s).

## Signature and Authorization to Process Request

Student Signature: \_\_\_\_\_ Student WD ID# \_\_\_\_\_ Date: \_\_\_\_\_