



NEW YORK CITY  
COLLEGE OF TECHNOLOGY  
THE CITY UNIVERSITY OF NEW YORK  
300 JAY STREET, BROOKLYN, NY 11201-1909

OFFICE OF FINANCIAL AID  
Namm G-13  
718.260.5700 • FAX: 718.254.8525

This Form should **only be used to make changes to your Original 2023-24 Direct Loan Request**

Once you have completed the form, please upload the form via your Cunyfirst account by following these directions:

[https://www.citytech.cuny.edu/financial-aid/docs/filenet\\_upload\\_instructions.pdf](https://www.citytech.cuny.edu/financial-aid/docs/filenet_upload_instructions.pdf)

## ACADEMIC YEAR 2023-2024

### William D. Ford Federal Direct Loan Status Change Form

**Please note:** A student will always be certified for their Subsidized maximum before being certified for an Unsubsidized Loan. All changes will be automatically processed for the Academic year 2023-2024(Summer 23, Fall 2023, Spring 24). And disbursed in two equal payments. **Federal regulations we are required to prorate loans for undergraduate students when their period of enrollment is than a full academic year.**

You also understand your loan may be reduced or canceled at any time, if you are awarded additional financial aid or there is a change of enrollment. If one these actions incur you may have a tuition liability at a later date.

NAME: \_\_\_\_\_ CITYTECH student ID# \_\_\_\_\_

1. **If** you only requested a Federal Subsidized loan on your 2023-24 Direct Loan processing form / **or** it has been deemed that you are **not** eligible for subsidized loan:

**Please answer YES below:**

Please check: YES \_\_\_\_\_

**By answering yes, you have given the college permission to process an unsubsidized loan for the 2023-24 award year.**

**2. If you would like to **Increase** your current Loan request for the 2023-2024  
(please answer the following questions)**

- A. Please enter the amount you would like to increase your current 2023-24 loan \$ \_\_\_\_\_
- B. Please check loan type: Direct Subsidized \_\_\_\_\_ Direct Unsubsidized \_\_\_\_\_
- C. Please check semester (s) for change (s) Summer 2023 \_\_\_\_\_ Fall 2023 \_\_\_\_\_ Spring 2024 \_\_\_\_\_

**3. If you would like to **Reduce** your current Direct loan request for 2023-24  
(please answer the following questions)**

- A. Please enter the amount you would like your loan reduced to \$ \_\_\_\_\_
- B. Please check loan type: Direct Subsidized \_\_\_\_\_ Direct Unsubsidized \_\_\_\_\_
- C. Please check semester (s) for reduction Summer 2023 \_\_\_\_\_ Fall 2023 \_\_\_\_\_ Spring 2024 \_\_\_\_\_

**4. If you would like to **Cancel** your current Direct Loan request for 2023-24  
(please answer the following questions)**

- A. Please check semesters: Summer 2023 \_\_\_\_\_ Fall 2023 \_\_\_\_\_ Spring 20234 \_\_\_\_\_
- B. Please select loan type: Direct Subsidized \_\_\_\_\_ Direct Unsubsidized \_\_\_\_\_

**BORROWER CERTIFICATION:**

Your signature below certifies that you understand that you are responsible to repay all disbursed loan funds. You must remain enrolled for at least part-time status (6 credits). **You also understand your loan may be reduced or canceled at any time, if you are awarded additional financial aid or there is a change of enrollment. If one these actions incur you may have a tuition liability at a later date.**

**Student's Signature** \_\_\_\_\_ **Date signed** \_\_\_\_\_

**Please allow 3-4 weeks for processing.** Your Status Change form will be reviewed, processed, and electronically transmitted to the federal government for approval.

Please check your CITYTECH email address for all notifications regarding your Loan status.

**Once you have completed the form, please upload the form via your Cunyfirst account by following these directions. \*\*\*\*\*Make sure you drop down on "Direct Loan" for document type\*\*\*\*\***  
[https://www.citytech.cuny.edu/financial-aid/docs/filenet\\_upload\\_instructions.pdf](https://www.citytech.cuny.edu/financial-aid/docs/filenet_upload_instructions.pdf)

