



ACADEMIC YEAR 2024-2025

William D. Ford Federal Direct Loan Status Change Form

NAME: _____ CITYTECH Empl ID#: _____
(Please Print)

This Form should **only be used to make changes to your Original 2024-25 Direct Loan Request**

Once you have completed the form, please upload the form via your Cunyfirst account by following these directions: *Please be sure to select Direct Loans under document type*

https://www.citytech.cuny.edu/financial-aid/docs/filenet_upload_instructions.pdf

Please note: A student will always be certified for their Subsidized maximum loan limit before being certified for an Unsubsidized Loan.

All changes will be automatically processed for the Academic year 2024-2025 which includes Summer 24, Fall 2024, Spring 25 and disbursed in equal payments. **Federal regulations require all colleges to prorate loans for undergraduate students when their period of enrollment is less than a full academic year.**

1. **If** you only requested a Federal Subsidized loan on your 2024-25 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 2024-25 award year.](#)

2. If you would like to **Increase your current Loan request for the 2024-2025
(please answer the following questions)**

- A. Please enter the amount you would like to increase your current 2024-25 loan \$_____
- B. Please check loan type: Direct Subsidized _____ Direct Unsubsidized_____
- C. Please check semester (s) for change (s) Summer 2024 _____ Fall 2024 _____ Spring 2025_____

3. If you would like to **Reduce your current Direct loan request for 2024-25
(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 2024 _____ Fall 2024 _____ Spring 2025_____

4. If you would like to **Cancel your current Direct Loan request for 2024-25
(please answer the following questions)**

- A. Please select loan type: Direct Subsidized _____ Direct Unsubsidized_____
- B. Please check semesters: Summer 2024 _____ Fall 2024 _____ Spring 2025_____

BORROWER CERTIFICATION: Your signature below certifies that you understand that you are responsible to repay all disbursed loan funds. If you fall below at least part-time status (6 credits) at the time of disbursement, your loan can be cancelled and you will be responsible for any unpaid balances you owe the college. You also understand that if you have been awarded additional financial aid that exceeded your Cost of Attendance (COA), your annual loan limits, and /or your Aggregate loan limit, your loan may be reduced or canceled at any time. If one these actions occur you may have a tuition liability at a later date.

Student's Signature _____ **Date** _____
(Manual Signature)

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.