



## William D. Ford Federal Direct Loan

### Status Change Form

Academic Year 2025–2026

Student Name: \_\_\_\_\_

CityTech EMPL ID#: \_\_\_\_\_

(Please print clearly)

### Important Instructions

This form is only for making changes to your original 2025–2026 Direct Loan request.

- Once you complete this form, upload it to your CUNYfirst account.
- Follow the upload instructions here:

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

- Select “Direct Loans” as the Document Type.

### Important Reminders

- You’ll always be certified for the maximum Subsidized Loan first before being offered Unsubsidized Loans.
- Changes apply to the entire academic year (Summer 2025, Fall 2025, and Spring 2026).
- If your enrollment period is less than a full year, your loan may be prorated (reduced based on federal rules).

### If You Requested Only a Subsidized Loan (or are not eligible for one)

If you want us to process an Unsubsidized Loan instead, check below:

☐ YES — I give permission for CityTech to process an Unsubsidized Loan for 2025–2026.

### If You Want to Increase Your Loan

How much more would you like to borrow? \$ \_\_\_\_\_

Choose your loan type:

☐ Direct Subsidized Loan

☐ Direct Unsubsidized Loan

Choose your semester(s):

☐ Summer 2025 ☐ Fall 2025 ☐ Spring 2026

### **If You Want to Reduce Your Loan**

What new total loan amount do you want? \$ \_\_\_\_\_

Choose your loan type:

☐ Direct Subsidized Loan

☐ Direct Unsubsidized Loan

Choose your semester(s):

☐ Summer 2025 ☐ Fall 2025 ☐ Spring 2026

### **If You Want to Cancel Your Loan**

Choose loan type(s) you want to cancel:

☐ Direct Subsidized Loan

☐ Direct Unsubsidized Loan

Choose the semester(s) you want to cancel:

☐ Summer 2025 ☐ Fall 2025 ☐ Spring 2026

### **Borrower Certification**

By signing below, you agree and understand:

- You must repay all loan funds you receive.
- If you drop below 6 credits at the time of disbursement, your loan may be canceled, and you'll owe any unpaid tuition.
- If your financial aid increases and exceeds your Cost of Attendance, your loan may be reduced or canceled, which might leave you with a tuition balance later.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Manual/Wet Signature required)

### **Processing Time**

Allow 3–4 weeks for your Status Change Form to be processed.

Check your CityTech email often for updates about your loan.