



Student Name: _____

Student WIN: _____

-- Please Print Legibly in Black Ink Only --

Return Of Disbursed Federal Loans

Students (and parent borrowers for Federal Direct PLUS Loans) may return all or a portion of their disbursed federal or state financial aid. This direct reduction of the principle balance of the loan will allow the student (or parent) to borrow additional funds at a later date. The borrower will not be charged any interest and fees for the amount of the loan returned by our office to the Direct Loan Servicer.

Complete Cancellation Of Loans

Within the first 14 days after your loan disbursement (the date that the loan was put on your WMU account), you can cancel your entire loan(s) for that semester. If you received a refund, you must return the full value of your refund to cancel your loans. If you request cancellation of your loans but do not return the full value of your refund, your request will not be processed.

Partial Cancellation Of Loans

Within the first 30 days after your loan disbursement (the date that the loan was put on your WMU account), you can return all or a portion of your refund to reduce your loan(s) for that semester.

Any funds received after 30 days of the date of disbursement will not be returned to the Direct Loan Servicing Center or WMU Perkins funds. Instead, borrowers who wish to return funds after the 30 days of the date of disbursement will need to send a check to the Direct Loan Payment Center or ECSI (WMU's Federal Perkins servicer) as a payment on your account. This payment will not be considered a reduction in the principle balance of the loan.

Steps To Return All Or A Portion Of Disbursed Federal Loans

1. Complete the information below indicating the "type of loan" you would like to return.
2. Attach a check. You may cash your refund check and write your own personal check made out to "Western Michigan University" or you may attach your refund check from Western.
3. Return this completed form and the check to: Financial Aid Office, Western Michigan University, 1903 West Michigan, Kalamazoo MI 49008-5337 no later than the respective deadlines noted above.
4. After the financial aid office received this form, your student account will be charged back for the gross amount requested (amount returned plus any origination fee).
5. Western will return the funds to the appropriate servicer and your loan debt will be reduced.

Type of Loan

➤ Federal Parent PLUS Loan

- Complete cancellation (full refund returned with this form within 14 days)
- Partial cancellation for amount returned (for exact amount returned with this form within 30 days)

➤ Student loans (Federal Graduate PLUS Loan, Federal Direct Subsidized or Unsubsidized Loan, or Federal Perkins Loan)

- Complete cancellation (full refund returned with this form within 14 days)
- Partial cancellation for amount returned (for exact amount returned with this form within 30 days)

Student Signature: _____ Date: _____

**Please mail document to: Western Michigan University, Student Financial Aid
1903 West Michigan Avenue, Kalamazoo MI 49008-5337**