



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 loans within 30 days of the date of disbursement. 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.

**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.

**Complete cancellation of loans**

You can cancel loans that have been disbursed to your WMU account within 30 days of the date of disbursement. If you received a refund then you must attach to this form the full value of your refund to cancel your loans (either by attaching your refund check or a personal check). 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**

You can return all or a portion of your disbursed loans within 30 days of the date of disbursement to reduce your loan(s) for that semester. Your loans will be reduced by the amount that is submitted by check (either by attaching your refund check or a personal check) with this form.

2. Indicate what type of loan you wish to have returned.

Parent PLUS Loan

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Loan (i.e. Federal Graduate PLUS Loan, Federal Perkins Loan, or Federal Direct Subsidized or Unsubsidized Loan)

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

3. 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.

4. Return this completed form and the check to: Bronco Express, Western Michigan University, 1903 W. Michigan Ave., Kalamazoo MI 49008-5337 no later than the deadline noted above.

5. After this form is received, your student account will be charged back for the gross amount requested (amount returned plus any origination fee). Western will return the funds to the appropriate servicer and your loan debt will be reduced.

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