

## A. Student Information *(please print)*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ ATC ID Number \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## B. Loan Cancellation Request

- \_\_\_\_\_ 1. **Cancel/Decline all loans awarded.**  
 Please cancel all loans awarded for the academic year including Fall 2023, Spring 2024 and Summer 2024.
- \_\_\_\_\_ 2. **Cancel/Decline all loans for the terms indicated below** (check all terms that apply)

SUBSIDIZED LOAN	<input type="checkbox"/> FALL 2023	<input type="checkbox"/> SPRING 2024	<input type="checkbox"/> SUMMER 2024
UNSUBSIDIZED LOAN	<input type="checkbox"/> FALL 2023	<input type="checkbox"/> SPRING 2024	<input type="checkbox"/> SUMMER 2024

## C. Loan Increase/Decrease Request and Acceptance

**Check which option applies to your request**

- \_\_\_\_\_ 1. **Increase to the maximum amount I am eligible, including my Grade Level Change.**  
 Please review my loan eligibility and increase my loan awards to the maximum amount of eligibility.
- \_\_\_\_\_ 2. **Increase due to Graduating**  
 I am graduating \_\_\_\_\_ semester.  
TERM / YEAR OF GRADUATION
- \_\_\_\_\_ 3. **I previously declined a portion (or all) of my loan award(s).**  
 Increase my loans to the maximum amount I am eligible for in:  Subsidized Loans  Unsubsidized Loans
- \_\_\_\_\_ 4. **Increase Unsubsidized loan to the maximum amount due to SULA.**

## D. Acknowledgement and Signature

Signing below certifies that all of the information reported is complete and correct. I understand that my loan eligibility will be reviewed and adjusted according to my eligibility at the time of review. I also understand that I must maintain six (6) hours of enrolled coursework for my initial eligibility for my loan disbursement(s).

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

OFFICE USE ONLY	
_____ STAFF INITIALS	_____ DATE
<i>Revised 6/23/23</i>	

**Submit this form to:**  
 Atlanta Technical College  
 Office of Financial Aid

Mail to: 1560 Metropolitan Parkway, SW  
 Atlanta, GA 30310  
 Email to: Loans@atlantatech.edu  
 Fax to: 404.225.4721