



Financial Aid Office
1601 Jefferson Street
Alexandria, MN 56308 Phone: 320-762-4540
Fax: 320-762-4430

Request to Cancel and Return Loan Funds

Students and parents have the right to cancel loans made available through the Federal Direct Student Loan, Federal Parent Direct Plus Loan, Private Loan or a Minnesota SELF Loan Program any time prior to disbursement or if the loan has already been disbursed within 14 days after the notification. To request a loan cancellation, please complete this form and return it to the address above.

Name: (Please Print) \_\_\_\_\_

Last First

Student ID Number or Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

I am requesting that the Financial Aid Office at Alexandria Technical and Community College cancel some or all of my loan funds. If I am canceling the entire first disbursement of a loan, I understand any future disbursements of this loan will be canceled. If you wish to have a loan reinstated, you will have to complete the Student Loan Request Form via the Financial Aid website, https://www.alextech.edu/FinancialAid Please check the appropriate boxes and provide the information requested below:

I wish to specify the loan to which this cancellation applies. Please cancel my \_\_\_\_\_ Loan(s).

Please cancel the ENTIRE disbursement amount for (circle each as appropriate):
Fall Term Spring Term Summer Term

Please cancel a PORTION of the disbursement amount for (circle each as appropriate):
Fall Term Spring Term Summer Term

Enter Amount to be cancelled: \$ \_\_\_\_\_

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

For Financial Aid Office Use:
Date Completed: \_\_\_\_\_