

# IMPORTANT DETAILS ON COMPLETING THIS DOCUMENT

1. **Students within our service area must submit documents to the Financial Aid Office in person.** Distance students may submit documents via student email to [financialaidoffice@abtech.edu](mailto:financialaidoffice@abtech.edu) or postal service, though we strongly recommend submitting them in person if possible. The Financial Aid Office is no longer able to accept documentation via fax. If you submit documents via email, with the understanding that email submissions are not a secure form of communication, complete and include an official Financial Aid Cover Sheet with your submission. The Cover Sheet can be found at [abtech.edu /Financial Aid /Forms & Resources](http://abtech.edu/FinancialAid/Forms&Resources). Documents that are submitted via email without the completed Cover Sheet will not be processed by the Financial Aid Office.
2. We strongly advise that you type your answers into the fillable fields for clarity.
3. If parent signature is required, parent must hand-sign the document. Digital signatures for parents are not allowed.
4. Do not use a mobile phone to complete this document. Doing so may result in lost data and inaccurate formatting.
5. You must save this document to your computer, or print it immediately, to prevent loss of the data you entered.
6. The fillable fields on this document may not work when opened in the Mozilla Firefox browser. We advise that you complete the form in Internet Explorer or Chrome instead.
7. You must use Adobe Reader to fill out this document across all operating systems and devices. Using the Preview app on Apple desktop, notebook, and iOS devices will result in lost data.

Federal Direct Loans have been awarded to you and can be seen on your Self-Service account. The amounts offered are the maximum amounts you are currently eligible to receive under the Federal Direct Loan Program for the academic year. Choose **one** of the following options to request an adjustment to your loan award.

**Note: these maximum amounts may be adjusted due to the student's individual eligibility.**

**Option 1: DECLINING Federal Direct Student Loans**

If you do not want to accept the student loans, please check **DECLINE** and complete the general information section below.

I wish to **DECLINE** the Federal Direct Student Loans that were offered. Sign below and return this form to the Financial Aid Office.

**Option 2: REDUCING Federal Direct Student Loans**

I wish to **REDUCE** my loan amounts. I would like the following adjustments to be made to the Federal Direct Loan(s) offered:

Federal Direct Loans	Total Amount to Keep for Year
Subsidized (Government pays interest while in school.)	
Unsubsidized (Interest accumulates while in school.)	

**Option 3: OTHER Federal Direct Student Loans Adjustment Request**

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**General Information**

Last Name	First Name	Student ID
Mailing Address	City/State/Zip	Date of Birth
Primary Telephone	Email Address	

**Signing below certifies that all information reported is complete and correct. Electronic signatures cannot be used on this form.**

**WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
Date