

**2017-2018 Loan Return Authorization Form**  
**Columbia University In The City Of New York**  
**Office of Student Financial Planning**  
**202 Kent Hall MC 9203 1140 Amsterdam Avenue New York, NY 10027**  
**Phone: 212-854-7040 Fax: 212-854-2818 Email: sfp@columbia.edu**

This form should be used to request that any federal or private loan funds you may have received for the school year be returned to the lender. This form should also be used to cancel any future federal or private loan disbursements that you are scheduled to receive but no longer want. Please read each section carefully and contact the Office of Student Financial Planning if you have any questions or concerns regarding the completion of this form.

**Student Borrower Information:**

Name: \_\_\_\_\_ UNI or CU ID number: \_\_\_\_\_

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

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

Date of Birth: \_\_\_\_\_ E-mail address: \_\_\_\_\_

School/Academic Division: \_\_\_\_\_

**Parent Borrower Information (Federal Parent PLUS Loan returns/cancellations ONLY):**

Name: \_\_\_\_\_

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

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

Date of Birth: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Loan Return/Cancellation:** This form can be used to return or cancel loan funds for up to four loans. If you need to adjust multiple loans, please list each loan separately below. If you need to adjust more than four loans, please complete additional Loan Return Authorization Forms as needed.

**Loan #1: Have these funds been credited to your student account? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Type of Loan (Circle your choice):**

Subsidized Stafford/Unsubsidized Stafford/Parent PLUS/Grad PLUS/Private

**Dollar Amount to Return:** \_\_\_\_\_ **Semester(s)/Loan Term:** \_\_\_\_\_

**Loan #2: Have these funds been credited to your student account? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Type of Loan (Circle your choice):**

Subsidized Stafford/Unsubsidized Stafford/Parent PLUS/Grad PLUS/Private

**Dollar Amount to Return:** \_\_\_\_\_ **Semester(s)/Loan Term:** \_\_\_\_\_

**Loan #3: Have these funds been credited to your student account? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Type of Loan (Circle your choice):**

Subsidized Stafford/Unsubsidized Stafford/Parent PLUS/Grad PLUS/Private

**Dollar Amount to Return: \_\_\_\_\_ Semester(s)/Loan Term: \_\_\_\_\_**

**Loan #4: Have these funds been credited to your student account? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Type of Loan (Circle your choice):**

Subsidized Stafford/Unsubsidized Stafford/Parent PLUS/Grad PLUS/Private

**Dollar Amount to Return: \_\_\_\_\_ Semester(s)/Loan Term: \_\_\_\_\_**

**Reason for Request:**

\_\_\_\_\_  
\_\_\_\_\_

**Privacy Act Disclosure Notice:**

The Privacy Act of 1974 (5 U.S.C.552a) requires that the following notice be provided to you. The authority for collecting the information requested on this form is §451 et seq. of the Higher Education Act of 1965, as amended. Your disclosure of this information is voluntary. However, if you do not provide the information, you cannot be considered for a Direct PLUS Loan. The information on this form will be used to determine your eligibility for a Direct PLUS Loan. The information in your file may be disclosed to third parties as authorized under routine uses in the Privacy Act notices called "Title IV Program Files" (originally published on April 12, 1994, Federal Register, Vol. 59 p. 17351) and "National Student Loan Data System" (originally published on December 20, 1994, Federal Register, Vol. 59 p. 65532). Thus, this information may be disclosed to federal and state agencies, private parties such as relatives, present and former employees and creditors, and contractors of the Department of Education for purposes of administration of the student financial assistance program, for enforcement purposes, for litigation where such disclosure is compatible with the purposes for which records were collected, for use by federal, state, local, or foreign agencies in connection with employment matters or the issuance of a license, grant, or other benefit, for use in any employee grievance or discipline proceeding in which the Federal Government is a party, for use in connection with audits or other investigations, for research purposes, for purposes of determining whether particular records are required to be disclosed under the Freedom of Information Act, and to a Member of Congress in response to an inquiry from the congressional office made at your written request.

Because we request your social security number (SSN), we must inform you that we collect your SSN on a voluntary basis, but section 484(a)(4) of the HEA (20 U.S.C. 1091(a)(4)) provides that, in order to receive any grant, loan, or work assistance under Title IV of the HEA, a student must provide his or her SSN. Your SSN is used to verify your identity, and as an account number (identifier) throughout the life of your loan(s) so that data may be recorded accurately.

**I authorize Columbia University to return the above mentioned loan(s) to my lender.**

**Student Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Parent Signature (Federal Parent PLUS Loan Borrowers Only):**

\_\_\_\_\_

**Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_