

(A separate form is needed if reducing both student and parent loans)

## 2024/2025 Federal Loan REDUCTION Request

**(to be used to reduce student or Parent PLUS loan for one or more semesters;  
to reduce your loan to zero, please use the CANCEL form)**

(Please Print Legibly in dark blue or black ink)

### Deadline dates:

**Fall 2024-November 22, 2024; Spring 2025-April 28, 2025; Summer 2025-July 18, 2025**

Student ID \_\_\_\_\_ Name \_\_\_\_\_  
Phone # \_(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_@student.cccs.edu  
(Your student assigned email account is the only email to which we will correspond.)

### I would like to REDUCE the following loan(s):

Subsidized/Unsubsidized                      OR                       Parent PLUS Loan

*(we will reduce unsubsidized loans first if you have both  
subsidized and unsubsidized loans)*

Select the semester(s) for which you want the loan reduced and by how much (check all that apply):  
Please review the loan amount accepted on your portal to help calculate the amount you want to reduce your loan by.  
(Ex. Accepted Fall = \$1750 and accepted Spring = \$1750; Reduce fall from \$1750 to \$325)

Fall 2024                      from \$\_\_\_\_\_.00                      to                      \$\_\_\_\_\_.00

Spring 2025                      from \$\_\_\_\_\_.00                      to                      \$\_\_\_\_\_.00

Summer 2025                      from \$\_\_\_\_\_.00                      to                      \$\_\_\_\_\_.00

**My signature below authorizes PPSC to reduce this loan and signifies acknowledgement and acceptance of the following:**

I understand that this a request to reduce my FEDERAL LOAN, not a private loan or grant/scholarship funds.

I understand that reducing a loan within 14 days of it paying to my student account might result in a balance being owed the college and it is my responsibility to pay that balance in full.

**Please see a Financial Aid Advisor if it has been more than 14 days since your loan has paid to your account.**

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

(Please sign, not type, your signature prior to submitting this request to the Financial Aid Office)