

To: Borrower

From: University of Alabama at Birmingham  
Office of Student Accounting Services

Re: **LOAN DISBURSEMENT**

Federal regulations require that we inform you of your right to cancel all or any portion of a loan disbursed to you and the procedures you must follow to exercise this right. If you want to cancel all or any portion of a Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal PLUS Loan, Federal Perkins Loan or any other loan, you must follow the procedures indicated below. If you have any questions or concerns regarding the loan cancellation process, please call us at (205) 934-3570.

1. **Complete the loan cancellation request section of this notice, and please indicate the amount of the loan you wish to cancel.**
2. **You must return the cancellation amount along with this request. Any loan funds applied to your UAB account will be returned to the loan program upon receipt of the Loan Cancellation Request.**
3. **Return this completed form and cancellation amount within fourteen (14) days of the loan disbursement date in person or by mail at the address below.**

**Mailing Address**

Office of Student Accounting Services  
University of Alabama at Birmingham  
1720 2<sup>nd</sup> Avenue South, LHL G10P  
Birmingham, Alabama 35294-1150

**Physical Address**

Office of Student Accounting Services  
Lister Hill Library G10P  
1700 University Blvd.  
Birmingham, Alabama 35294

4. **Your Federal Direct Loan Servicer will mail you notification when your loan cancellation request has been processed. If you do not know who your loan servicer is, you may review your loan information at [www.nsls.ed.gov](http://www.nsls.ed.gov).**

**LOAN CANCELLATION REQUEST**

**In accordance with 34 CFR, 668.165, I hereby request cancellation of my most recently disbursed student loan(s) as indicated below.**

<b>Loan Program</b>	<b>Disbursement Amount</b>	<b>Amount you Want to Cancel</b>
Federal Direct Subsidized Loan	_____	_____
Federal Direct UnSubsidized Loan	_____	_____
Federal Direct PLUS Loan	_____	_____
Federal Perkins Loan	_____	_____
Other _____	_____	_____

Print Student's Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature (for Federal Direct PLUS Loans only): \_\_\_\_\_

Date of Request: \_\_\_\_\_