

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, 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 and include a personal check, cashier check, or money order for that amount.**
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 thirty (30) 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 2nd Avenue South, 801 Financial Services Building
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 studentaid.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.

Loan Program	Disbursement Amount	Amount you Want to Cancel
Federal Direct Subsidized Loan	_____	_____
Federal Direct UnSubsidized Loan	_____	_____
Federal Direct PLUS Loan	_____	_____
Other _____	_____	_____

Print Student's Name: _____ Student Number: _____

Student's Signature: _____

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

Date of Request: _____