



Financial Aid Office  
Alexandria Technical & Community College  
1601 Jefferson Street  
Alexandria, MN 56308

Phone: 320-762-4540 Fax: 320-762-4430

### Request to Cancel and Return Loan Funds

Students and parents have the right to cancel loans made available through the Federal Direct Student Loan, Federal Parent Direct Plus Loan, or a Minnesota SELF Loan Program any time prior to disbursement or if the loan has already been disbursed within 14 days after the notification. To request a loan cancellation, please complete this form and return it to the address above.

Name: (Please Print) \_\_\_\_\_  
Last First

Student ID Number or Social Security Number: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

I am requesting that the Financial Aid Office at Alexandria Technical and Community College cancel some or all of my loan funds. If I am canceling the entire first disbursement of a loan, I understand any future disbursements of this loan will be canceled. If you wish to have a loan reinstated, you will have to complete the Student Loan Request Form via the Financial Aid website, <http://www.alextech.edu/FinancialAid>

Please check the appropriate boxes and provide the information requested below:

I wish to specify the loan to which this cancellation applies. Please cancel my \_\_\_\_\_ Loan(s).

Please cancel the ENTIRE disbursement amount for (circle each as appropriate):  
Fall Term Spring Term Summer Term

Please cancel a PORTION of the disbursement amount for (circle each as appropriate):  
Fall Term Spring Term Summer Term

Enter Amount to be cancelled: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Financial Aid Office Use:  
Date Completed: \_\_\_\_\_