
LOAN AND TEACH GRANT NOTIFICATION PROCEDURE

After the offering of a direct subsidized or unsubsidized loan or a TEACH grant, a student or parent has the right to reduce the amount or cancel the loan or grant. The Institution has to be duly notified in order to satisfy the borrower's determination. This procedure establishes the steps that must be taken in order to process a reduction or cancellation of the Direct Loan or TEACH grant.

Notification

At least 30 days before disbursing a direct subsidized or unsubsidized loan or a TEACH grant and no later than 7 days after crediting the student's account, the Institution will notify the student or parent in writing by email of the anticipated date and amount of the disbursement. After receipt of the notification, the student may contact the school, in or before 30 days after receipt of the notice, if the student wishes to reduce or cancel the amount of the loan or grant.

To reduce the amount

If the student or parent wishes to reduce the amount of a direct subsidized or unsubsidized loan or a TEACH grant, he/she must notify in writing or visit the Student Success Counselor. The student or parent must notify his determination at least 30 days after receipt of the notice.

To cancel a loan or TEACH Grant

If the student wishes to cancel a direct subsidized or unsubsidized loan or a TEACH grant, the student must notify the Student Success Counselor writing an email. In order to cancel a loan or grant the student must notify of his determination to cancel no more than 30 days after receipt of the loan notification.

The Institution will cancel or reduce the loan or grant if the borrower notifies the school in a timely manner. The Institution will notify the borrower in writing of the outcome of the request.

Outside the timeframe established, the borrower must contact the appropriate servicer directly in order to cancel a loan. The Financial Aid Office can offer guidance on how to return the money. The Institution is not responsible for returning any portion of a loan or grant that was disbursed to a student or parent directly (e.g., as a result of a credit on the student's account) before the request for cancellation was received.

Direct loan funds that are returned within 120 days of the disbursement by the borrower, for any reason, are treated as a partial or full cancellation, with the appropriate adjustment of the loan fee and interest. Direct loan funds that a borrower returns 120 days or more after disbursement are processed as a payment, and there is no adjustment of the loan fee or interest.