



# Student Loan Request Form

*Fairfield University*  
*Office of Financial Aid*

Aloysius P. Kelley Center  
1073 North Benson Road  
Fairfield, CT 06824  
(p) 203.254.4125  
(f) 203.254.4008  
(e) [finaid@fairfield.edu](mailto:finaid@fairfield.edu)  
(w) [www.fairfield.edu/finaid](http://www.fairfield.edu/finaid)

This form is required to adjust the amount of a **Direct Stafford Loan** or a **Direct Graduate PLUS Loan**.

In order to use this form to request additional federal loan funds, it is required that you have:

- enrollment of six or more credits for the semester in which you are requesting loan funds
- an official FAFSA on file with Fairfield University for the current academic year
- completed the Direct Loan Master Promissory Note (MPN)
- completed the Direct Loan Entrance Counseling

Free Application for Federal Student Aid (FAFSA)	<a href="http://www.fafsa.gov">www.fafsa.gov</a>
Master Promissory Note (MPN) & Entrance Counseling	<a href="http://www.studentloans.gov">www.studentloans.gov</a>

Please complete all items below to ensure timely processing of your loan request.

Name (last, first- print): \_\_\_\_\_ Fairfield ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_@\_\_\_\_\_

Academic Year: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Loan Type/Amount: Stafford \$ \_\_\_\_\_ Graduate PLUS \$ \_\_\_\_\_

Semester: FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

**Please check one:**

- This request is for **new** loan funds \_\_\_\_\_
- This request for **additional** funds on a previously processed loan \_\_\_\_\_

Number of credits: \_\_\_\_\_ \*Federal loans require enrollment of at least six credits.

Would you like a Registration Authorization\* sent to the Bursar's Office? YES \_\_\_\_\_ NO \_\_\_\_\_

*\*This form notifies the Bursar's Office of your approved loan funds. If this loan adjustment covers all costs for your upcoming classes, registration may be approved without payment and/or signing a promissory note with the Registrar's Office.*

STUDENT SIGNATURE

DATE

Please allow 48-72 hours for processing. Completed requests will be reflected in the financial aid section of your *my.Fairfield* account.