

## LOAN INCREASE/DECREASE FORM 2023-24 Award Year

Student Name

LSE Student ID

Date

SSN

LSE email address



### Important information about increasing or decreasing your loans.

- Requests will only be processed if submitted from your LSE email address.
- If you are requesting a change to a Parent Plus Loan, we will require a signature from the borrower. If the borrower is unable to wet sign this form, we will require that they email [fees@lse.ac.uk](mailto:fees@lse.ac.uk) and copy your network email address, they should provide:
  - The last 4 digits from their SSN
  - Their date of birth
  - Their permanent address as listed on the Master Promissory note



### Adjusting my loans

Type of Loan	Request (Increase/decrease)	Gross value in USD \$	Loan Period (MT/LT/ST)
Federal Direct Subsidized Loan			
Federal Direct Unsubsidized Loan:			
Federal Direct PLUS Loan			
Federal Direct Parent Plus Loan			

**Certification Statement**

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By completing this form and signing below I authorize the LSE to increase or decrease my loans as outlined in the table above. I understand that the amount requested may be reduced by lender loan fees. Additionally, I understand that this adjustment request is not guaranteed if submitted outside of the deadline dates outlined in communications from the Fees, Income and Credit Control Office. If my request is denied for any reason, the LSE Fees, Income and Credit Control team will inform me. Please check your LSE email for correspondence from our office.



Borrower [Student]

Signature

Date

*If Applicable:*

I (The Parent borrower) authorise the LSE to Increase/decrease the Parent Plus loan.

Signature

Date



This form should be returned to the Fees, Income and Credit Control Office – email address  
[fees@lse.ac.uk](mailto:fees@lse.ac.uk)

**Office Use only:**

Salesforce case number

Review date

Processed date