

Loan Return Form

A. Student Information		
Student Name:		NAU ID:
Phone:	Date:	NAU E-mail:

Purpose of this form: To return funds to the Federal Direct Loan/TEACH Program or Private Loan lender.

Important: Complete this form only if you wish to decline or reduce loan amounts applied to university fees or paid to you. Please note that you have **120 calendar days** to return funds to the Office of Student and Departmental Account Services from the date the loan(s) disbursed to you.

Returning with payment:

Return this form and your check/money order or VOIDED NAU Refund Check to:

Student and Departmental Account Services
Gammage Administration Building
PO Box 4079
Flagstaff, AZ 86011-4079

Note: If this form is received by the Office of Student and Departmental Account Services without payment, your return will not be processed until payment for the amount being returned is received.

Returning without payment:

You have the option to have your loan canceled or reduced without payment. Please submit this form via doc upload to: nau.edu/OSFAdoc-upload. **Be sure to clear your browser cache before attempting to upload your document and use Microsoft Edge using the InPrivate, private window options. You can also email the form to: Financial.Aid@nau.edu.** Please allow up to 10 business days for processing.

IMPORTANT: Canceling disbursed loans may result in charges immediately due on your account. These charges may also accrue late fees. Past-due charges may also prevent enrollment in future terms.

Please note that if you choose to decline your full loan amounts for the fall semester, your entire loan for the year will be canceled. You will need to contact our office to have your loan re-awarded for the spring only. If you are declining the entire amount of a PLUS (Grad or Parent) loan, your entire loan amount for the year will be canceled. You will need to apply for a Spring only PLUS loan.

B. Semester(s) for which you are requesting the loan return:			
	Fall 2026	Spring 2027	Summer 2027
C. Reduction Amount	Type of Aid		
\$	Federal Direct Subsidized Loan		
\$	Federal Direct Unsubsidized Loan		
\$	Federal Direct Parent PLUS Loan		
\$	Federal Direct Grad PLUS Loan		
\$	Federal TEACH Grant		
\$	Private/Alternative Loan – please allow 4-6 weeks for funds to be returned to the lender		
D. Agreement and Understanding			
Student Certification: By signing below, I understand that I am responsible for any tuition, fees, housing, or other charges that were originally paid by my loan/TEACH Grant funds.			
Typed, copied, or electronic signatures will not be accepted.			
Student Signature:			Date:
Parent Signature: (required only if Parent PLUS loan is being returned)			Date: