NAU NORTHERN ARIZONA UNIVERSITY
Office of Scholarships and Financial Aid

financial.aid@nau.edu | 928-523-4951
PO Box 4108, Flagstaff, AZ 86011
nau.edu/osfa

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 Student and Departmental Account Services (SDAS) from the date the loan return notice.

Log into LOUIE to view your loan disbursement information and then determine how much of your disbursed loan you would like returned. Please allow up to 10 business days for processing.

Returning with payment:

Return this form and your check/money order or VOIDED NAU Refund Check to:
Student and Departmental Account Services
Gammage Building
PO Box 4079
Flagstaff, AZ 86011-4079

Note: If this form is received by 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 or email to financial.aid@nau.edu.

IMPORTANT: Submitting this form without payment will result in the reduced amount becoming due again immediately. Unpaid charges are subject to incur late fees, deferred payment plan fees, and will prevent enrollment in future terms. You are responsible for paying your balance.

Questions about payments and dates? Contact SDAS or visit nau.edu/SDAS.

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 Graduate PLUS Loan**
$	**Federal TEACH Grant**
$	**Private/Alternative Loan –** please allow 4-6 weeks for the funds to be returned to the lender

D. Agreement and Understanding

Student Certification: By signing below, I understand and agree 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: (only required if Parent PLUS loan is being returned)	**Date:**