Adjusting/Requesting Federal Direct Loans Instructions

First, log-in to the student Financial Aid Portal.

Loans that are already awarded as part of a student’s initial financial aid package can be individually accepted or declined by updating the status next to each individual award on the “Accept Awards” page.

Select “Accept Awards” option from the menu at the top left of the screen.
Loans already awarded can be reduced by entering a new total in the box and then selecting 'Accepted' next to the fund, and then clicking “Submit”.

To increase a loan amount, first, accept the original loans offered as part of your package, if applicable. Then, complete the Loan Request form on the Supplemental Forms page.
To request a higher federal direct loan amount than is currently awarded in your aid package, go to the Supplemental Forms page by selecting it from the Menu in the top left corner:
Select the “Federal Direct Loan Student Request Form” on the Supplemental Forms page.
On the form, complete the 1st field to enter the amount to be borrowed. The last 2 questions are optional, and only need to be completed if the student is requesting a loan amount for one semester only (ex. fall or spring).

Federal Direct Student Loan Request Form - Award Year 2021/2022

Colgate University does not automatically offer the maximum in Federal Direct Loans for which you may qualify. If a loan was included in your financial aid package, first go to the 'Accept Awards' page of this portal to accept, reduce, or decline the loan offered. Then, to borrow more than the amount currently offered in Federal Direct Loan on your Awards page, complete this form and submit it online.

The Department of Education sets the following annual borrowing limits for undergraduate students:

- **First year (0 - 15 course credits):**
  - $5,500 – dependent undergraduate students
  - $5,500 – if your parent was denied a PLUS loan or if you are independent (per FAFSA)
- **Second year (0 - 12 course credits):**
  - $6,500 – dependent undergraduate students
  - $6,500 – if your parent was denied a PLUS loan or if you are independent (per FAFSA)
- **Third and fourth years (14 course credits or more):**
  - $7,500 – dependent undergraduate students
  - $7,500 – if your parent was denied a PLUS loan or if you are independent (per FAFSA)

Before completing this form, first accept the loan(s) offered to you on the 'Accept Awards' page.

All fields marked with an asterisk are required.

1. To borrow more than the amount currently offered on your Awards page, indicate the total loan amount you plan to borrow for the full academic year (loans will be evenly split unless noted below). *

The next two questions are OPTIONAL. To borrow a fall-only or spring-only loans, indicate the amounts below.

1. To borrow for the fall semester only, enter the total amount you plan to borrow for the fall. (Must not exceed half the loan limit.)

   

2. To borrow for the spring semester only, enter the total amount you plan to borrow for the spring. (Must not exceed half the loan limit.)

   

Contact us at finaid@colgate.edu or 315-228-7631 if you have questions or if you submit a loan request form in error.

Clicking Save stores your application data. You can return any time to finish filling out your application before submitting it. Clicking Submit delivers your application data to our institution for consideration.