

### A. STUDENT INFORMATION

SFCC Student ID#:

Date of Birth:

First/Last Name:

MI:

Only use this form if you are requesting a change be made to your Federal Direct Loan. Students must meet and maintain all eligibility requirements to receive a Federal Student Loan.

Eligibility Requirements: Must have a FAFSA on file, must be enrolled in at least 6 credit hours that count toward current degree, must be eligible to receive federal aid with Financial Aid Satisfactory Academic Progress (SAP), and all requirements in your student portal must be completed.

#### What you should do:

1. Complete and sign this Loan Change Sheet.
2. Submit the Loan Change Sheet by email to [loanrequest@sfccmo.edu](mailto:loanrequest@sfccmo.edu) or in person to the Financial Aid Office.
3. Complete the Loan Entrance Counseling and Master Promissory Note on [studentaid.gov](http://studentaid.gov).
4. If you have questions about the loan process, please contact the Financial Aid Office at (660) 530-5834 or email us at [loanrequest@sfccmo.edu](mailto:loanrequest@sfccmo.edu)

### B. LOAN CHANGE INFORMATION

Please check the box that corresponds to the change that you are requesting be made.

- ☐ Increase
- ☐ Decrease
- ☐ Cancel
- ☐ Semester Change

#### New Loan Amount Requested:

In the box below please explain what change you are requesting. For example: Please increase my loan to \$6,000, please cancel the spring portion of my loan, please change the loan from Fall/Spring/Summer to Fall/Spring.

If we have questions about your change request we will contact you through your SFCC student email. Please make sure that you respond to any emails we send you regarding your loan change request. If we do not receive a response we will not be able to process your request. We will also send you an email once all changes have been completed.

### **C. SIGN THIS WORKSHEET**

By signing this worksheet, I acknowledge that I have read all terms and conditions of a Federal Direct Loan and would like SFCC to continue with processing the Federal Direct Loan. I understand that if I knowingly give false or misleading information I may be fined, sentenced to jail or both. I understand that incomplete and/or unsigned forms will be marked as incomplete and delay the review process.

Student Signature:

Date:

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its program's activities or employment. The Director of Human Resources and Dean of Student Services are the designated persons to handle inquiries regarding the nondiscrimination policy. Both persons are located at the SFCC Sedalia Campus, Hopkins Building, 3201 W. 16th St., Sedalia, MO 65301 (660) 596-7478 or (660) 596-7393. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). Interested persons may obtain information of the existence and location of services that are accessible to and usable by persons with disabilities by contacting the Disability Resource Center Coordinator, Yeater Building, Room 159, (660) 596-7293.

The last day to turn in this worksheet for Fall 2026: 12/11/2026, Spring 2027 - 05/07/2027, Summer 2027 - 07/23/2027

Return this worksheet to:

State Fair Community College

Financial Aid Office

3201 West 16th Street

Sedalia Mo 65301

Fax: (660) 530-5820      Email: [loanrequest@sfccmo.edu](mailto:loanrequest@sfccmo.edu)