



2026-27 Financial Aid Cancellation and Adjustment

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USE THIS FORM CAREFULLY

Changing financial aid may create or increase a balance on your student account, reduce an expected refund, or affect future eligibility. Dallas College will review your request and notify you of the outcome. Do not use this form to withdraw from classes.

1 Student information

LAST NAME

FIRST NAME

M.I.

DALLAS COLLEGE STUDENT ID

STUDENT EMAIL

STUDENT PHONE NUMBER

2 Request type - select one

- ☐ **CANCEL OR REDUCE AID:** Cancel an award or reduce aid that has not already been disbursed to my student account.
- ☐ **REINSTATE AID:** Review a previously canceled award for possible reinstatement. Reinstatement is not guaranteed and depends on eligibility, available funding, and applicable deadlines.
- ☐ **RETURN A DISBURSED LOAN:** Cancel or reduce Direct Loan funds already credited to my account. I will also complete Page 2.

3 Aid to change - check all that apply

- ☐ All eligible aid in the selected term(s)

FEDERAL AID

- ☐ Federal Pell Grant or other federal grant
- ☐ Direct Subsidized Loan not yet disbursed
- ☐ Direct Unsubsidized Loan not yet disbursed
- ☐ Federal Work-Study offer

STATE AND COLLEGE AID

- ☐ Texas state grant
- ☐ Dallas College grant or scholarship
- ☐ Outside scholarship administered by Dallas College
- ☐ Other:

4 Term and requested amount

- ☐ Fall 2026 ☐ Spring 2027 ☐ Summer 2027

FOR A REDUCTION, ENTER THE NEW DESIRED AWARD AMOUNT - OPTIONAL

5 Student certification and signature

I authorize Dallas College to review and process the request selected above. I understand the possible student-account and eligibility effects described on this form.

STUDENT SIGNATURE

DATE



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Use this form to cancel or reduce financial aid, request reinstatement of previously canceled aid, or return Direct Loan funds that have already been disbursed. Complete Page 2 only if you are requesting the return of a disbursed Direct Loan.

☐ **N/A (Not Applicable)**

Select this option if Page 2 does not apply to your request. You must still upload both pages in your Workday account for processing.

CANCELING OR REDUCING A DISBURSED DIRECT LOAN

Dallas College must honor a request received within the cancellation period stated in your disbursement notice. Federal rules generally provide at least 14 days and may provide 30 days, depending on how loan confirmation was obtained. A request received later may be honored at Dallas College's discretion. You will receive written notice of the outcome.

6 Disbursed Direct Loan request

STUDENT FULL NAME

DALLAS COLLEGE STUDENT ID

For each applicable loan and term, select FULL CANCELLATION or enter the exact AMOUNT TO RETURN. Do not complete both for the same row.

LOAN TYPE	TERM	FULL CANCELLATION	AMOUNT TO RETURN
Direct Subsidized	Fall 2026	☐	
Direct Subsidized	Spring 2027	☐	
Direct Subsidized	Summer 2027	☐	
Direct Unsubsidized	Fall 2026	☐	
Direct Unsubsidized	Spring 2027	☐	
Direct Unsubsidized	Summer 2027	☐	

IMPORTANT FINANCIAL EFFECT

Returning loan funds may create a balance that you owe Dallas College or reduce a refund. A timely cancellation request is not conditioned on your ability to pay that balance. If a late request is not accepted, contact your federal loan servicer about making a payment.

7 Student acknowledgment for a disbursed loan

☐ I understand the financial effect described above and authorize Dallas College to process the loan return requested in Section 6.

STUDENT SIGNATURE - REQUIRED FOR PAGE 2

DATE

8 Financial Aid Office use only

REQUEST RECEIVED DATE	CANCELLATION DEADLINE	AMOUNT RETURNED	REVIEWER / PROCESSOR