



Federal Direct Loans (Subsidized/Unsubsidized)

- If you **have not** yet accepted your offered Federal Direct loans through your Financial Aid Self-Service account you may enter any dollar amount you wish to receive when you accept the award and it will be split evenly over the terms you have been awarded.
- If you **have** accepted your federal Direct loans through Financial Aid Self-Service and wish to reduce or increase a previously decreased loan please send an email from your @vanguard.edu email to financialaid@vanguard.edu with the following information:
 1. Name of the loan you wish to adjust
 2. The semesters that you wish to have adjusted
 3. The new loan total you wish to receive for each semester
 4. The new full year loan total
- If you **have** accepted your federal Direct loans through Financial Aid Self-Service and wish to now decline them please send an email from your @vanguard.edu email to financialaid@vanguard.edu stating:
 1. Name of the loan you wish to decline
 2. That you wish to decline your previously accepted loan
 3. The term(s) you are wishing to decline

Federal Direct PLUS loans (Parent/Graduate)

- To change a Parent PLUS loan the parent will need to send an email from the email address listed on their PLUS loan application to financialaid@vanguard.edu with the information listed below.
- To change a Graduate PLUS loan you will need to send an email from your @vanguard.edu email to financialaid@vanguard.edu with the information listed below.
 1. Student Name and ID number
 2. Loan you wish to adjust
 3. The semesters that you wish to have adjusted
 4. The new loan total you wish to receive for each semester
 5. The new full year loan total