



Louisiana Office of Student Financial Assistance

E-Mail: loanprocessing@osfa.la.gov

Fax: 225-612-6827

Cancellation Request

Lender Information:

Name:

ID Number:

I authorize the Office of Student Financial Assistance to cancel the Student Loan disbursement(s) for the following borrowers*:

| Effective Date | Borrower Name | Borrower SSN | Guarantee Date | Loan Program | Disbursement Date | Disbursement Number | Unconsummated or Consummated | Net Amount (School Refund) | Gross Amount |
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Instructions:

1) Please complete this request form by listing each disbursement you wish to cancel. If request is for a full cancellation, the Promissory Note is to be returned to the borrower.

Signature of Authorized Official

Title

Phone Number

Date

Louisiana Office of Student Financial Assistance

Instructions for Completing the Cancellation Request

- Name: Enter name of lender reporting.
- ID Number: Enter D.O.E. number of lender reporting.
- Effective Date: Enter the date the request was first made.
- Borrower's Name: Enter Borrower's Name.
- Borrower's SSN: Enter Borrower's Social Security Number.
- Guarantee Date: Enter the date the loan was guaranteed.
- Loan Program: Enter Subsidized, Unsubsidized, or PLUS as indicated on LOSFA Notice of Guarantee. Abbreviations such as "S", "U" and "P" may be used.
- Disbursement Date: Enter the dates of the scheduled disbursements you are cancelling. These dates are indicated on the Notice of Guarantee and the Insurance Premium invoice. If you are only cancelling one disbursement, then you should only enter one disbursement date for that borrower. If you are cancelling an entire loan, you must enter all scheduled disbursement dates for that borrower.
- Disbursement Number: Indicate 1-4 per loan type, per loan period.
- Unconsummated or Consummated: In this column indicate either "unconsummated" or "consummated." (U-Non-disbursed Funds, C-Disbursed Funds)
- Net Amount (School Refund): Net amount school is returning to servicer.
- Gross Amount: Gross Amount to include insurance and origination fees.
- Signature, Title, Phone Number and Date: Enter a legible signature and the title of the official authorizing cancellations and/or refunds. Please enter phone number where official can be reached and the date.

Note: Careful review is suggested before signing to ensure information submitted is correct.