



# Request to Cancel Aid or Not Attending Form

Student Financial Assistance  
University of Southern Indiana  
8600 University Boulevard  
Evansville, IN 47712  
Phone: 812-464-1767 or 800-467-1965  
FAX: 812-461-5305 / Email: [finaid@usi.edu](mailto:finaid@usi.edu)

Use this form to request that all or certain types of financial assistance be canceled.

**Note: To withdraw from classes, see the Registrar!**

## STUDENT INFORMATION

Complete this form in black or blue ink!

Student Name: \_\_\_\_\_

Student ID Number (SSN if ID is unknown): \_\_\_\_\_

For which term(s) do you want your aid canceled? (Circle only one and enter year)  
(Your aid may not be canceled if the cancellation will cause a balance with the Bursar's Office.)

Academic Year (fall/spring) 20\_\_\_\_/20\_\_\_\_      Fall 20\_\_\_\_      Spring 20\_\_\_\_      Summer 20\_\_\_\_

## Checklist Of Aid To Be Canceled

**Note: All financial aid refund checks payable to the student (or parent borrower) for the above terms must be returned to USI before aid can be canceled! Mark all aid refund checks "VOID" and attach them to this form.**

- Please cancel ALL financial assistance at USI for the term or terms listed above.
- Direct Loan (Subsidized & Unsubsidized)\*
- Unsubsidized Direct Loan Only\*
- Parent PLUS Loan (Parent borrower must sign below if PLUS Loan is checked.)
- Other (List any other specific types of aid you would like canceled.): \_\_\_\_\_

*\*If you are leaving USI & borrowed through the Direct Loan Program, you will need to complete the exit interview at [www.usi.edu/finaid/exit.asp](http://www.usi.edu/finaid/exit.asp)*

## Reason for Cancellation

- Enrolled, but no longer need the aid indicated.
- I am transferring to another school.
- I am not attending the University of Southern Indiana.

Comments:

\_\_\_\_\_

\_\_\_\_\_

## SIGN THIS WORKSHEET

By signing this worksheet I understand that I would like the above types of financial assistance canceled. I also understand that the Financial Assistance Office is only responsible for canceling my financial assistance. It is my responsibility to contact the Registrar to withdraw if I am enrolled in classes, Food Services to cancel my meal plan (if applicable), and Residence Life to cancel my housing contract (if applicable).

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent borrower must sign only if PLUS Loan is to be canceled.

**THIS FORM WILL NOT CANCEL YOUR CLASSES! YOU MUST CONTACT THE REGISTRAR TO CANCEL YOUR CLASSES!**

## Steps for Transferring Financial Aid Out of USI

*Use this as a guide by checking off each box as you complete the steps below.*

- If you have received any financial aid at USI you will need to complete the Cancel Aid Form to have aid cancelled at USI for all future terms. If your financial assistance is not cancelled at USI for all future terms, your new college may not be able to disburse funds.
- If you have received a Direct Loan at USI you will be required to complete Exit Counseling. Exit Counseling is completed online at [www.usi.edu/finaid/exit.asp](http://www.usi.edu/finaid/exit.asp). Your official USI academic transcript will be withheld until this obligation is met. Note: If you applied for an academic year (Fall and Spring) Direct Loan at USI, and you transfer at the end of fall, your spring disbursement **must** be cancelled and you must re-apply for a loan at the new college if you want to continue borrowing.
- If you have a housing contract with USI, contact the Residence Life Office to let them know you will not be returning for the next semester.
- If you are enrolled in courses, contact the Registrar's Office about withdrawing. If you do not officially withdraw you may still be required to pay for those courses.**
- Contact the Student Financial Assistance Office at the new college about any institutional financial aid forms you may need to complete.
- If the new college is not listed on your Student Aid Report (SAR), you may have your new college added by making a correction to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov) (contact the new college for more information).
- If you have an Indiana Higher Education Award, 21<sup>st</sup> Century Scholars Award, or Indiana National Guard Supplemental Grant go on-line at [www.in.gov/ssaci](http://www.in.gov/ssaci) to change your college choice. Contact SSACI at 317-232-2350 or 800-528-4719 if you need assistance with this process (contact the new college for more information).
- If you have a Child of Disabled Veteran and Public Safety Officer Supplemental Grant (CVO), please contact the new college to obtain a new application. The application can also be obtained online at [www.in.gov/ssaci](http://www.in.gov/ssaci). The new college must have an original application verified by the Department of Veterans Affairs. (The CVO fee waivers are available only at state-supported colleges/universities in Indiana.)
- If you were selected for verification and required to submit an IRS Tax Return Transcript of your prior year federal tax returns to USI, you may be required to submit them to the new college as well. A verification worksheet should also be completed (contact the new college for more information).
- Contact the Student Financial Assistance Office at your new college for more information about transferring financial aid. They may have additional requirements that need to be satisfied.**