

Return Loan Funds Form 2025-2026

Students or parents may request to return Federal Direct loan funds (Subsidized, Unsubsidized, PLUS) up to 120 days after the disbursement date. State loan funds (CAL) may be returned by the school up to 14 days after the disbursement date. If you have exceeded the return period, you will need to contact your lender.

You must come in-person to our One Stop Enrollment Center with a check or money order to The University of Texas at San Antonio.

Please do not submit this form if you have currently withdrawn or are in the process of withdrawing from all classes. Students who withdraw and owe a balance due to Return of Title IV Aid must submit payment directly to the Fiscal Services Office.

Student Information

myUTSA ID: _____ First Name: _____ Last Name: _____

Type of Check

- UT San Antonio Refund Check** – these checks **must** be signed (endorsed) on the back of the check
- Personal Check made out to UT San Antonio** – these checks **do not** need to be signed (endorsed) on the back of the check
- Cashier’s Check/Money Order made out to UT San Antonio**

Loan Returns

Indicate the semester and the amount to be returned for the relevant loan.

Direct Subsidized Loan	Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Amount Returned: \$ _____
Direct Unsubsidized Loan	Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Amount Returned: \$ _____
Direct Parent Plus Loan	Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Amount Returned: \$ _____
Direct Graduate Plus Loan	Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Amount Returned: \$ _____
College Access Loan	Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Amount Returned: \$ _____
FORWARD Loan	Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Amount Returned: \$ _____
Alternative Loan	Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Amount Returned: \$ _____
Other: _____	Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Amount Returned: \$ _____

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

- I understand that if my loan has disbursed and I request a cancellation/reduction, I will owe funds back to UT San Antonio.
- I understand I am responsible for loan fees and/or interest that has accrued after disbursement.
- I understand this form will not be processed if submitted after the allowable timeframe for a cancellation/reduction.
- During peak seasons, processing time may be delayed.

Student Acknowledgement

Student Signature: _____ Date: _____

Submit this Form

In-Person

This form must be submitted in-person to the One Stop Enrollment Center.

Documentation submitted by email or via Document Uploader will be not accepted.

If unable to submit in-person, mail completed form along with a check or money order to The University of Texas at San Antonio, Financial Aid & Scholarships, One UTSA Circle, San Antonio, TX 78249. Please note that mailing documentation will delay processing.

Disclaimer: *With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*