



University of Connecticut  
*Office of the Bursar*

**FSA Credit Balance Hold Authorization Cancellation/Modification Request (Parent)**

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

\_\_\_\_\_  
Student ID#

If you would like the University of Connecticut to cancel your credit balance authorization hold and refund you, Department of Education regulations require that we obtain written authorization from the parent borrower. A credit balance occurs when the university credits Federal Student Aid (FSA) Parent Plus Loan funds to a student's account and the total amount of those funds exceed the student's allowable charges.

This is a voluntary authorization and is valid from the date that the school receives it from the parent borrower. This cancellation or modification of the original authorization is not retro-active, it takes effect on the date that the school receives it from the parent. The funds will be paid directly to the parent borrower within 14 calendar days after the university receives your request.

Please check all that apply:

I authorize the University of Connecticut to cancel my original FSA Credit Balance Authorization request and process a refund of any credit balance on my student's account related to my Parent Plus Loan funds.

I authorize the University of Connecticut to modify my original FSA Credit Balance Authorization request.

I authorize the University of Connecticut to now hold a FSA Credit Balance in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Parent Email (if available)

\_\_\_\_\_  
Parent phone number

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please sign and mail or FAX to:  
University of Connecticut  
Bursar's Office  
233 Glenbrook Road, Unit 4100  
Storrs, CT 06269-4100  
**Fax 860-486-5234**