

# Request to Use Private Loan for Previous Balance

Date\_\_\_\_\_

I \_\_\_\_\_  
(Student Borrower's Name) (Student ID #)

would like to use my private loan towards my previous balance in the amount of \$\_\_\_\_\_. In signing this letter, I understand that there may be fees that are deducted from the loan prior to the disbursement to the university by my lender as outlined in the Notice of Guarantee and Disclosure Statement. In signing this letter, I am authorize the Office of Financial Aid and Scholarships to use my Private loan toward my previous balance.

\_\_\_\_\_  
(Signature of Borrower)

\_\_\_\_\_  
(Borrower's Phone Number)

\_\_\_\_\_  
(Borrower's email address)

If you agree to the terms and conditions of this letter, please mail letter to:  
Hampton University  
Office of Financial Aid and Scholarships  
2nd Floor Whipple Barn  
Hampton, VA 23668