# Reducing or Increasing Loans and Single Semester Loans.

Reducing Loans

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| When? | Where? How? |
| Pre-disbursement | ESBS |
| Post-disbursement | RPALDSB (see FALN-112 or FALN-113) |

Increasing Loans

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| When? | Where? How? |
| After loan certification | Increase loan on RPAAWRD and create new application on RPAELAP |

Single Semester Loans for a Multi-semester Student

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| When? | Where? How? |
| Initial loan | Create loan application and change loan period. |
| Post certification | Cancel future disbursement in ESBS. Adjust loan as applicable on RPAAWRD. Create new loan application. |