## Federal Parent PLUS Loan Adjustment Form (Instructions)

Federal Direct Parent PLUS loan borrowers can request an adjustment to the PLUS loan by completing and Esigning the form with an electronic *PIN*. Only the parent borrower on the Parent PLUS loan application can request an adjustment, not the other parent.

Review the best option that should be selected on the form:

- Cancel: Use this option to cancel the full loan amount
- Reinstate: Use this option to reinstate a previously canceled or declined loan
- Adjust: Use this option to increase or decrease loan amounts

## **Aid Year**

Selecting the correct aid year is very important. For example, if the loan adjustment request is for Fall 2024, Spring 2025, or Summer 2025, choose the 2024-2025 aid year.

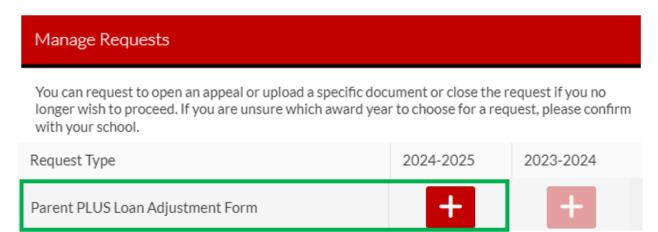
## **How to Request a Federal Parent PLUS Loan Adjustment**

Federal Parent PLUS loan adjustment requests can be submitted by following the steps below:

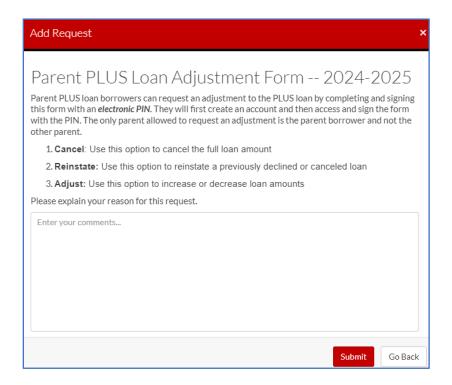
• Student will log into the document portal and click on Manage Requests.



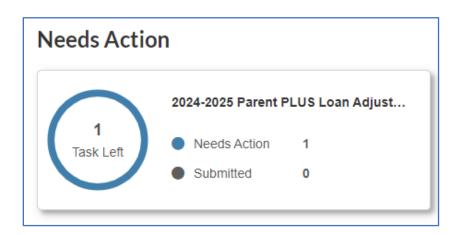
• Click on + for the relevant Aid Year for the Parent PLUS Loan Adjustment Form.



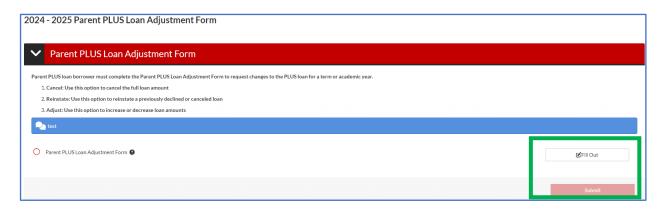
• Explain your reason for the request.



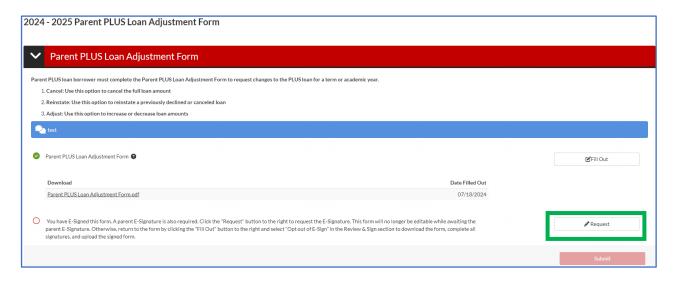
• Click on Parent PLUS Loan Adjustment Form under Needs Action.

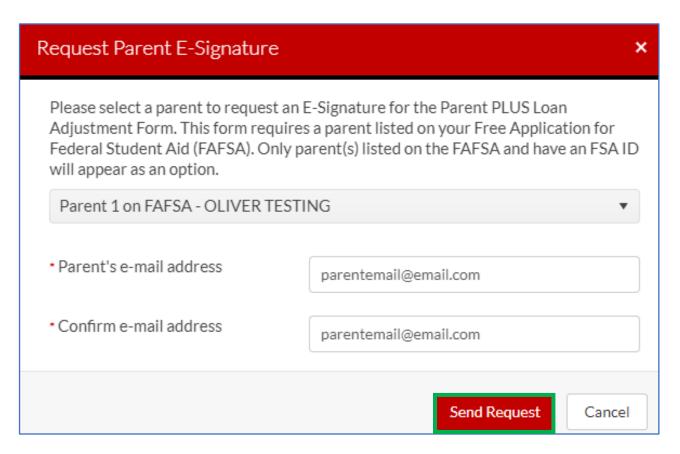


Click on Fill Out and submit the form.



• Click on Request so the form can be sent to the parent borrower for their review and signature.





The parent borrower will receive an email with the link.

Dear Parent of Student Name,

Hello! Student has updated and E-Signed the Parent PLUS Loan Adjustment Form while applying for financial aid at New Jersey Institute of Technology. Student Name is requesting your E-Signature to complete this form for submission to the Financial Aid Office.

To E-Sign this form, please click the following link to create an account, review the form, and complete the E-Signature: <a href="https://njitsandbox.studentforms.com/account/parentcreate?t=06D5CA8C4ED79F43">https://njitsandbox.studentforms.com/account/parentcreate?t=06D5CA8C4ED79F43</a>

It is possible that you may receive more than one communication requesting your E-Signature. Each form E-Signed by Student Name may result in a new communication notifying you of the request. You only need to create one account to E-Sign all of Student's forms.

The parent borrower will review and E-Sign with an electronic PIN. If the parent does not have an
account, they will be required to create their account first.

