

# Federal Parent PLUS Loan Adjustment Form (Instructions)

Federal Direct Parent PLUS loan borrowers can request an adjustment to the PLUS loan by completing and E-signing 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.



You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2024-2025	2023-2024
Parent PLUS Loan Adjustment Form		

- Explain your reason for the request.

**Add Request** [Close]

### Parent PLUS Loan Adjustment Form -- 2024-2025

Parent PLUS loan borrowers can request an adjustment to the PLUS loan by completing and signing this form with an **electronic PIN**. They will first create an account and then access and sign the form with the PIN. The only parent allowed to request an adjustment is the parent borrower and not the other parent.

1. **Cancel:** Use this option to cancel the full loan amount
2. **Reinstate:** Use this option to reinstate a previously declined or canceled loan
3. **Adjust:** Use this option to increase or decrease loan amounts

Please explain your reason for this request.

Enter your comments...

**Submit**   **Go Back**

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

## Needs Action

**1**  
Task Left

**2024-2025 Parent PLUS Loan Adjust...**

<input checked="" type="radio"/>	Needs Action	1
<input type="radio"/>	Submitted	0

- Click on Fill Out and submit the form.

2024 - 2025 Parent PLUS Loan Adjustment Form

**Parent PLUS Loan Adjustment Form**

Parent PLUS loan borrower must complete the Parent PLUS Loan Adjustment Form to request changes to the PLUS loan for a term or academic year.

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

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Parent PLUS Loan Adjustment Form

**Fill Out**

**Submit**

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

2024 - 2025 Parent PLUS Loan Adjustment Form

**Parent PLUS Loan Adjustment Form**

Parent PLUS loan borrower must complete the Parent PLUS Loan Adjustment Form to request changes to the PLUS loan for a term or academic year.

1. Cancel: Use this option to cancel the full loan amount
2. Reinstatement: Use this option to reinstate a previously declined or canceled loan
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test

Parent PLUS Loan Adjustment Form Fill Out

Download	Date Filled Out
<a href="#">Parent PLUS Loan Adjustment Form.pdf</a>	07/18/2024

Request

Submit

**Request Parent E-Signature** ×

Please select a parent to request an E-Signature for the Parent PLUS Loan Adjustment Form. This form requires a parent listed on your Free Application for Federal Student Aid (FAFSA). Only parent(s) listed on the FAFSA and have an FSA ID will appear as an option.

Parent 1 on FAFSA - OLIVER TESTING ▼

• Parent's e-mail address

• Confirm e-mail address

Send Request Cancel

- **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: <https://njitsandbox.studentforms.com/account/parentcreate?t=06D5CA8C4ED79F43>


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.**

## Create Parent Account

Student: BROOKLYN TESTINGCLEAN


Your student has requested you assist in completing documentation for student financial aid purposes. Please enter the following information to create an account. For the First Name enter the full legal first name.

\* Choose Username  \* Required

\* Create Password 

\* Confirm Password


### Confirm Parent Information

*Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.* 

\* First Name

\* Last Name

\* Date of Birth

\* I accept the [privacy policy](#)

Create Account

By using the site, you agree to the [Terms of Use](#).