Private Loan Adjustment Form (FAFSA Filers) (Instructions)

Students who want to adjust their private loan can request the adjustment by completing the Private Loan Adjustment form (FAFSA Filers). This form can <u>only be used</u> by students who have also filed a **FAFSA**.

Non-FAFSA filers, click here.

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 Private Loan Adjustment

Private loan adjustment requests can be submitted by following the steps below:

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

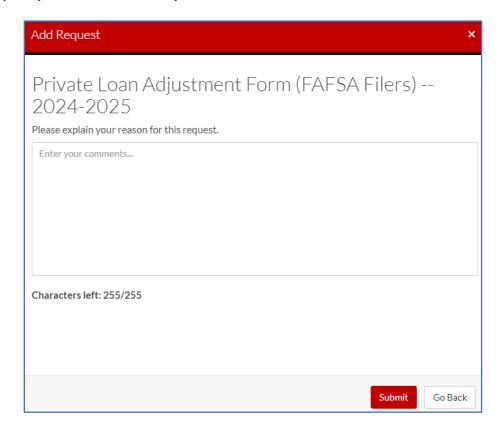


• Click on + for the relevant Aid Year for the Private Loan Adjustment Form.

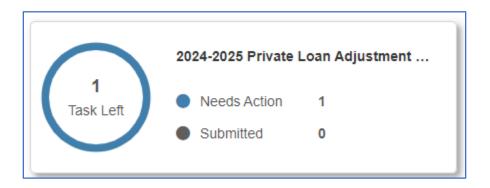
You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2024-2025	2023-2024
Private Loan Adjustment Form (FAFSA Filers)	+	+

• Explain your reason for the request.



• Click on Private Loan Adjustment Form under Needs Action.



Click on Fill Out and submit the form.

