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

2025-2026: Selecting the correct aid year is very important. For example, if the loan adjustment request is for Fall 2025, Spring 2026, or Summer 2026, choose the 2025-2026 aid year.

2026-2027: Similarly, if the loan adjustment request is for Fall 2026, Spring 2027, or Summer 2027, choose the 2026-2027 aid year.

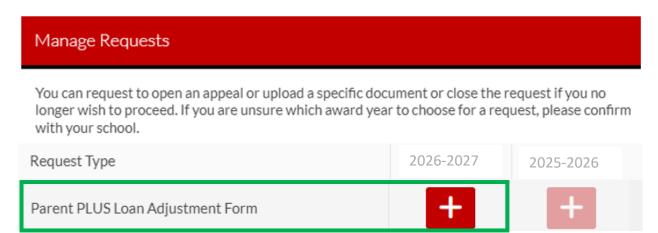
How to Request a Federal Parent PLUS Loan Adjustment

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

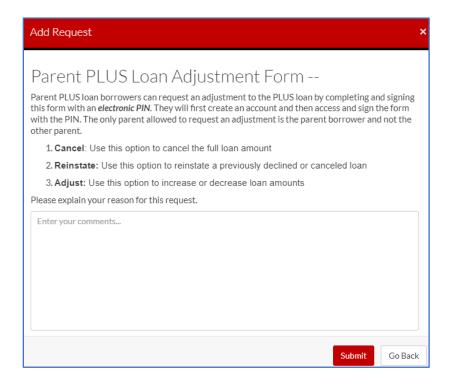
• Student will log into the document portal and click on Manage Requests.



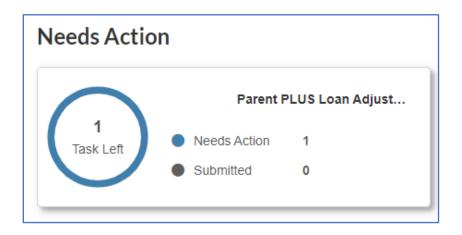
• Click on + for the relevant Aid Year for the Parent PLUS Loan Adjustment Form.



• Explain your reason for the request.



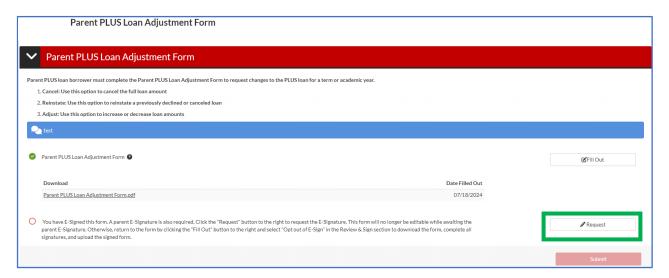
• Click on Parent PLUS Loan Adjustment Form under Needs Action.

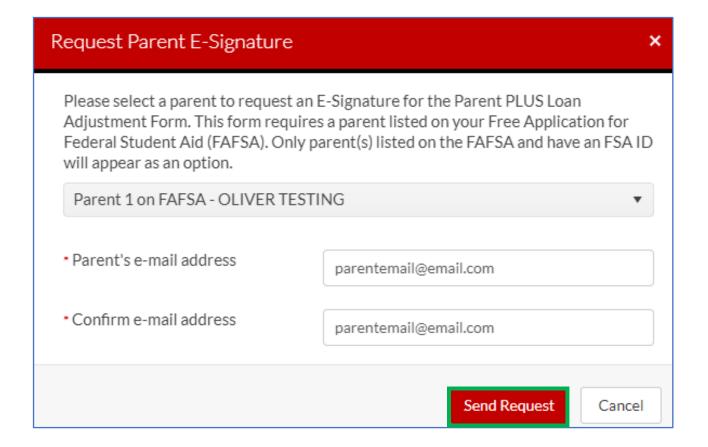


• Click on Fill Out and submit the form.



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: 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.

