

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

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.

Needs Action	Manage Requests
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- Click on + for the relevant Aid Year for the Parent PLUS Loan Adjustment Form.

Manage Requests

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	2026-2027	2025-2026
Parent PLUS Loan Adjustment Form	+	+

- Explain your reason for the request.

Add Request

Parent PLUS Loan Adjustment Form --

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

Parent PLUS Loan Adjust...

Needs Action	1
Submitted	0

- Click on Fill Out and submit the form.

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

test

○ 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.

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
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test

✓ Parent PLUS Loan Adjustment Form ⓘ

Download

Parent PLUS Loan Adjustment Form.pdf

Date Filled Out

07/18/2024

Fill Out

○ You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.

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

parentemail@email.com

• Confirm e-mail address

parentemail@email.com

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.


* Required

* Choose Username 

* 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](#).