Federal Student Loan Adjustment Form
(Student Instructions)

Students who want to adjust their Federal Student Direct Loans (Subsidized, Unsubsidized, or Graduate PLUS) can request the adjustment by completing the Federal Student Loan Adjustment form.

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 Student Loan Adjustment**

Federal student 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 Federal Student Loan Adjustment Form.

<table>
<thead>
<tr>
<th>Request Type</th>
<th>2024-2025</th>
<th>2023-2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Student Loan Adjustment Form</td>
<td>-</td>
<td>+</td>
</tr>
</tbody>
</table>
• Explain your reason for the request.

![Federal Student Loan Adjustment Form -- 2024-2025](image1)

• Click on Federal Student Adjustment Form under Needs Action.

![Needs Action](image2)

• Click on Fill Out and submit the form.

![Federal Student Loan Adjustment Form](image3)