

# 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

**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.

## Video Instructions

Watch the [video](#) on how to submit the federal student loan adjustment request.

## 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.

## 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
Federal Student Loan Adjustment Form		

- **Explain your reason for the request.**

Add Request

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Please explain your reason for this request.

Enter your comments...

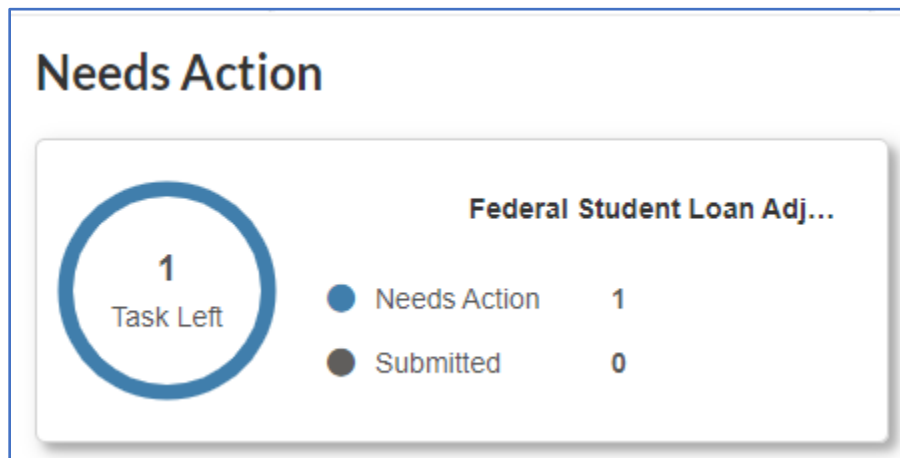
Comment is required

Characters left: 255/255

Submit

Go Back

- **Click on Federal Student Adjustment Form under Needs Action.**



- **Click on Fill Out and submit the form.**

Federal Student Loan Adjustment Form

Complete the Federal Student Loan Adjustment Form to request changes to the federal student loans for a term or academic year. This form can only be used if you filed a FAFSA and have received federal student loans like Subsidized, Unsubsidized and Grad PLUS loan.

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

Federal Student Loan Adjustment Form

Fill Out

Submit