

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 only be used 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

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 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.

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
Private Loan Adjustment Form (FAFSA Filers)		

- Explain your reason for the request.

The screenshot shows a window titled "Add Request" with a red header bar. Below the header, the text "Private Loan Adjustment Form (FAFSA Filers) --" is displayed. A prompt reads "Please explain your reason for this request." followed by a large text input area with the placeholder "Enter your comments...". Below the input area, it says "Characters left: 255/255". At the bottom right, there are two buttons: a red "Submit" button and a white "Go Back" button.

- Click on Private Loan Adjustment Form under Needs Action.

The card displays a blue circle with the number "1" and the text "Task Left". To the right, the title "Private Loan Adjustment ..." is shown. Below the title, there is a progress summary:

● Needs Action	1
● Submitted	0

- Click on Fill Out and submit the form.

The screenshot shows the bottom section of the form. It features a blue bar with a speech bubble icon and the word "test". Below this, there is a radio button next to the text "Private Loan Adjustment Form (FAFSA Filers)". At the bottom right, there are two buttons: a white "Fill Out" button and a red "Submit" button. The "Fill Out" button is highlighted with a green border.