

## Financial Aid Forms

- **Professional Judgment: Special Circumstance – COA Appeal:** Complete this form to request an adjustment to your Cost of Attendance. Circumstances can include higher living expenses than budgeted for, computer allowance requests, etc.
- **Federal Student Loan Adjustment:** Complete this form to adjust your student loans or request a Graduate PLUS Loan (graduate students only).
- **Parent PLUS Loan Adjustment:** Complete this form to request adjustments to your Parent PLUS Loan.
- **Dependent PLUS Loan Appeal:** Complete this form if your parent is unable to qualify for a Direct Parent PLUS Loan due to one of the following:
  - Bankruptcy status (not permitted to incur any additional debt)
  - Income (below the poverty line and/or limited to public assistance)
  - Not a U.S. citizen or permanent resident and unable to provide USCIS proof of intent to remain in the U.S. permanently
  - Default on a federal student loan

If your parent meets one of these conditions, you may appeal for additional Federal Unsubsidized Stafford Loan eligibility. Supporting documentation is required.

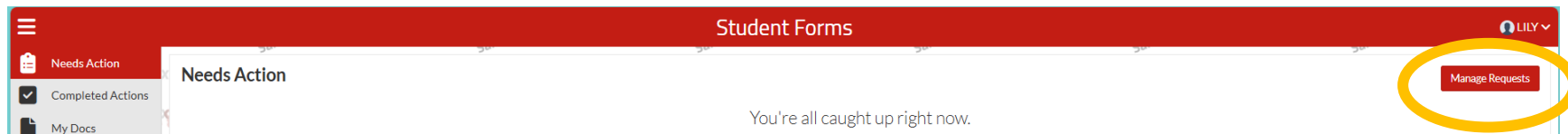
## Login or Create Your StudentForms Account


If you have not yet logged in to StudentForms, you'll need to create an account using the steps below. If you've already created an account, login and skip to the next step

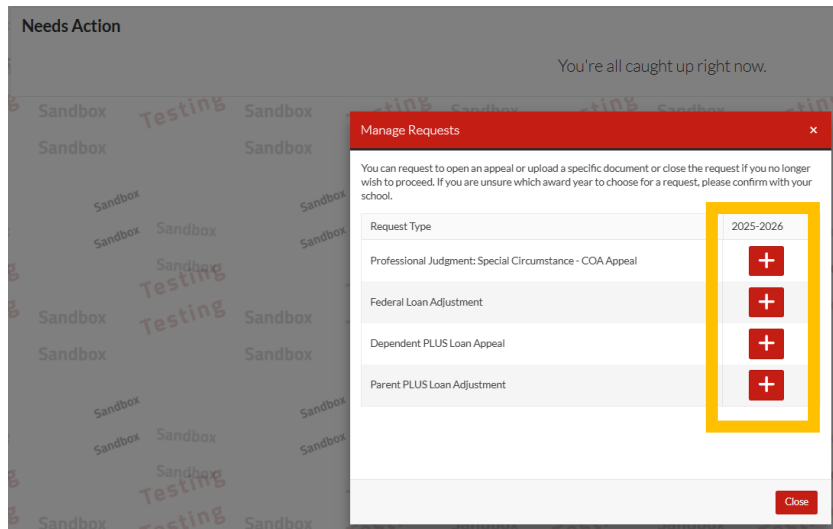
1. Go to StudentForms
2. Click the **Create Account** link
3. Enter/confirm your student information
4. Click 'Create Account' button

Account creation is a one-time process. You'll be asked for basic information to verify your identity, which allows you to use an electronic signature for future forms.

## Navigate to Manage My Requests



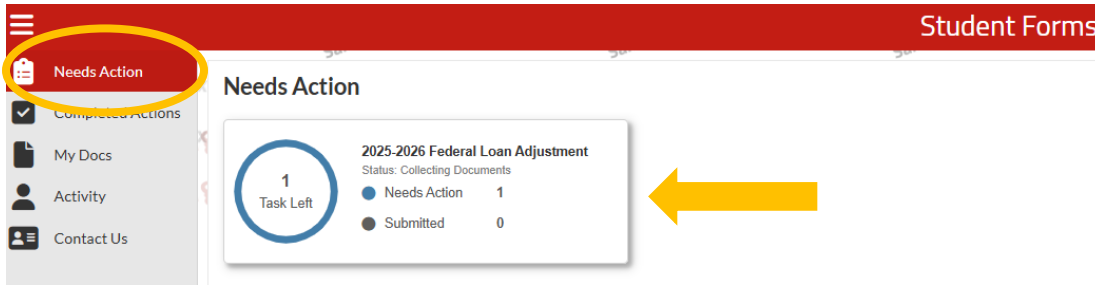
Select the form you want to complete by clicking  button




Explain the reason you are requesting to complete the selected form and click **Submit**.

The screenshot shows an 'Add Request' form. The title is 'Federal Loan Adjustment -- 2025-2026'. Below the title is the instruction 'Please explain your reason for this request.' and a text area containing the text 'I declined my Unsubsidized Loan but now I want to accept it!'. Below the text area is a character count: 'Characters left: 195/255'. At the bottom right, there are two buttons: 'Submit' (circled in yellow) and 'Go Back'.

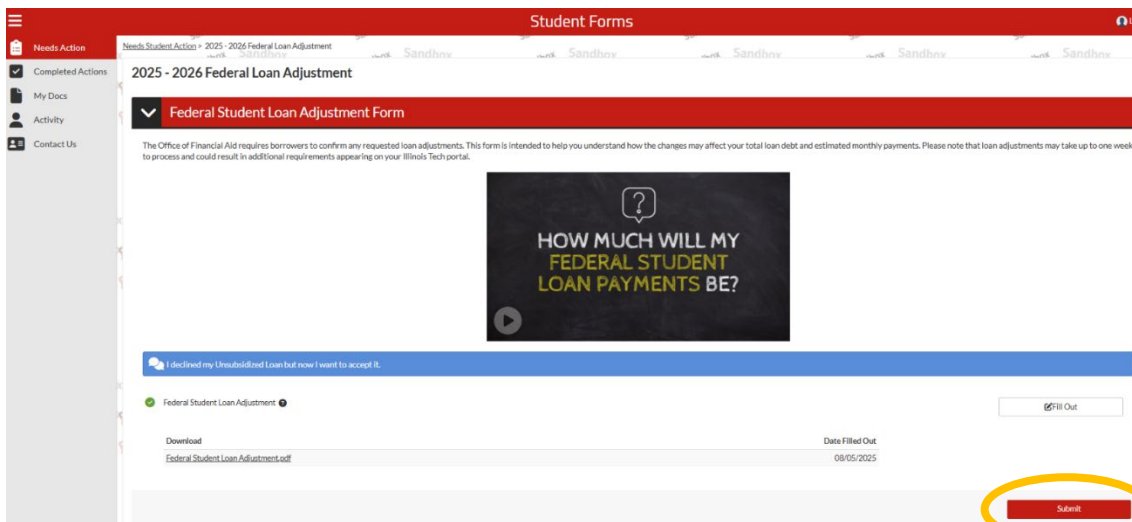
Once the form has successfully been added, the form will be available for you to complete under the **Needs Action** button. Click the box of the form you want to complete.



Click  for information about the request:



To complete the form, click on **Fill Out** and answer all of the prompts on your form. Once you have completed and electronically signed your form, click the **Submit** button:



To confirm your form has been submitted, click **Needs Action**. You should see the status of the form indicates 1 or more forms have been submitted.

The screenshot shows a dashboard with a red header and a left navigation bar. The 'Needs Action' menu item is highlighted with a yellow circle. The main content area is titled 'Needs Action' and displays a circular progress indicator with '0 Tasks Left'. Below this, a table shows the status of the '2025-2026 Federal Loan Adjustment' form, with 'Submitted' circled in yellow.

2025-2026 Federal Loan Adjustment	
Status: Collecting Documents	
Needs Action	0
Submitted	1

When the form you submitted has successfully processed and is ready for the Office of Financial Aid to review, you can see the status of the form under **Completed Actions** from the left navigation bar:

The screenshot shows a dashboard with a red header and a left navigation bar. The 'Completed Actions' menu item is highlighted with a yellow circle. The main content area is titled 'Completed Actions' and displays a workflow dropdown set to 'All'. Below this, a table shows the status of the '2025-2026 Federal Loan Adjustment' form, with 'In Review' highlighted by a yellow arrow.

2025-2026 Federal Loan Adjustment	
Status: In Review	
Completed	1