

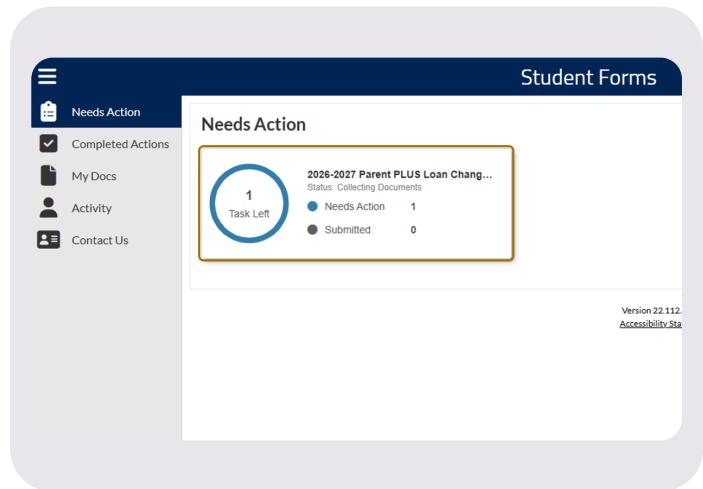


Log into Student Forms

You can access Student Forms by clicking Turn In Documents from the Financial Aid Office card on LancerLink

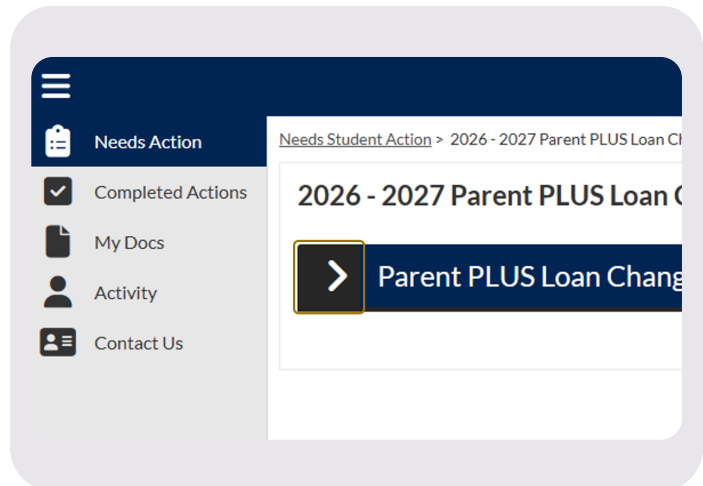
1

Click on the Academic Year with the Outstanding Form

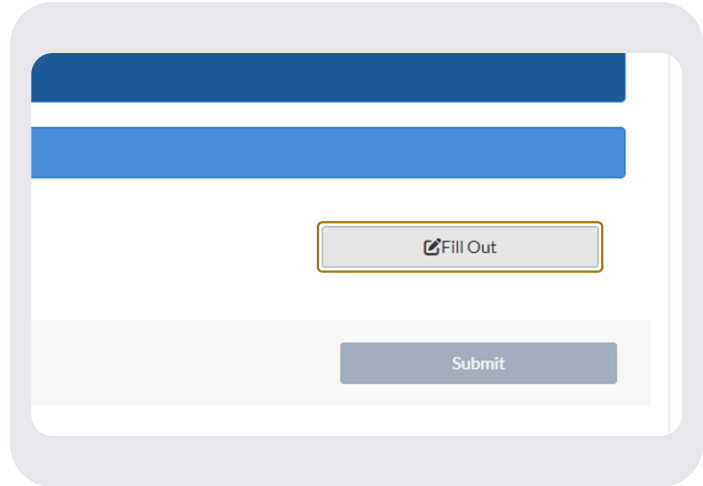


2

Click on ">" to Expand the Parent PLUS Loan Change Form task

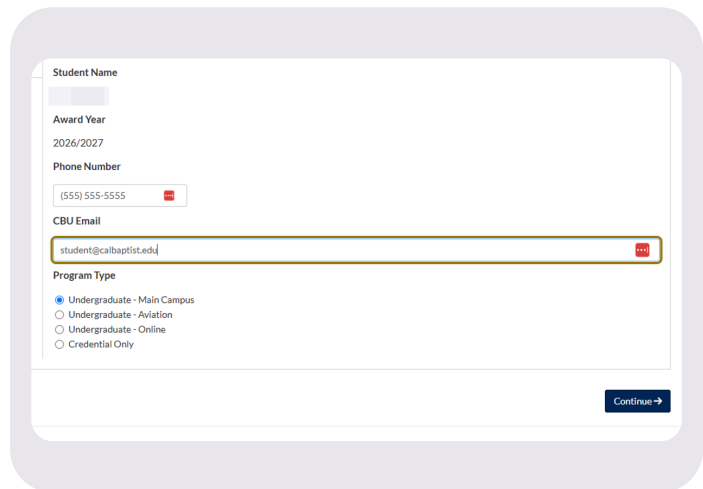


3 Click on Fill Out



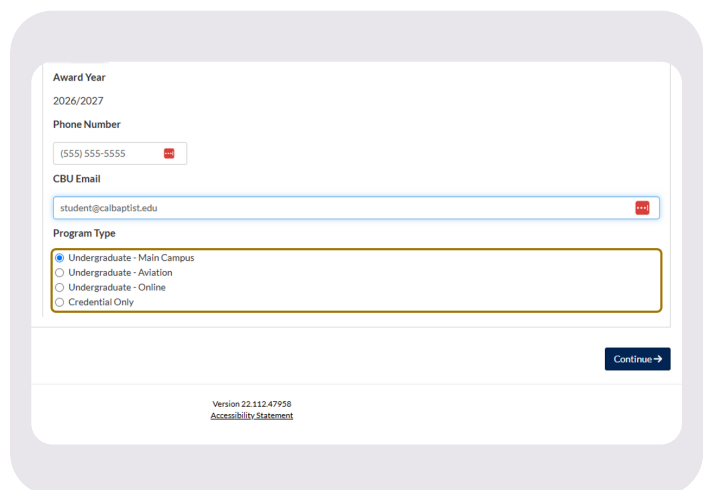
A screenshot of a web form interface. At the top, there are two blue horizontal bars. Below them, a button labeled "Fill Out" with a pencil icon is highlighted with a yellow border. At the bottom, there is a grey "Submit" button.

4 Fill in your Phone Number and LancerMail



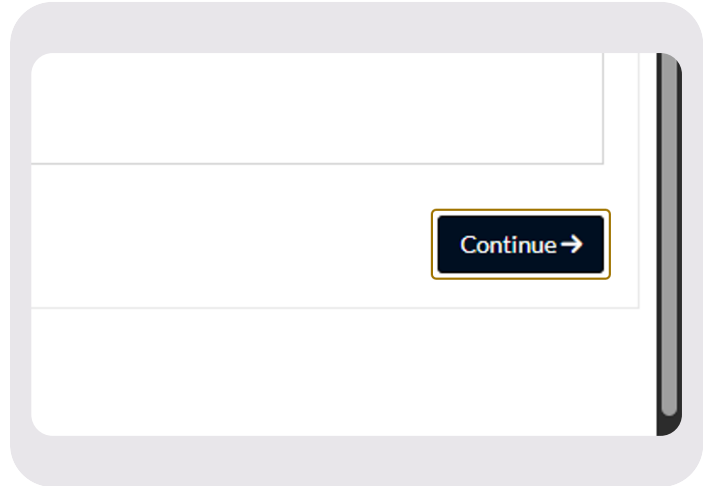
A screenshot of a web form interface. The form contains the following fields: "Student Name" (with a dropdown arrow), "Award Year" (2026/2027), "Phone Number" (with a red error icon), "CBU Email" (student@calbaptist.edu with a red error icon), and "Program Type" (with radio buttons for Undergraduate - Main Campus, Undergraduate - Aviation, Undergraduate - Online, and Credential Only). A "Continue" button with a right arrow is at the bottom right.

5 Select Which Program You Are In

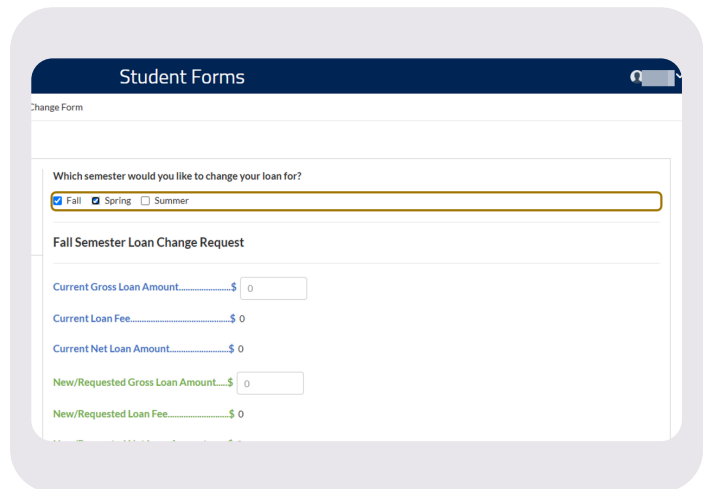


A screenshot of a web form interface. The form contains the following fields: "Award Year" (2026/2027), "Phone Number" (with a red error icon), "CBU Email" (student@calbaptist.edu with a red error icon), and "Program Type" (with radio buttons for Undergraduate - Main Campus, Undergraduate - Aviation, Undergraduate - Online, and Credential Only). A "Continue" button with a right arrow is at the bottom right. At the very bottom, there is a small text link: "Version 22.112.47958 Accessibility Statement".

6 Click on Continue

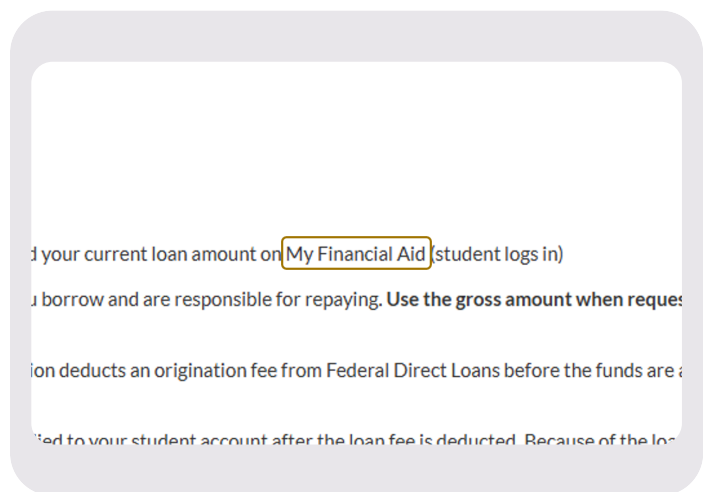
A screenshot of a web form. At the bottom right, there is a dark blue button with the text "Continue" in white, followed by a right-pointing arrow. The button is highlighted with a yellow rectangular border.

7 Select Which Semester(s) To Adjust

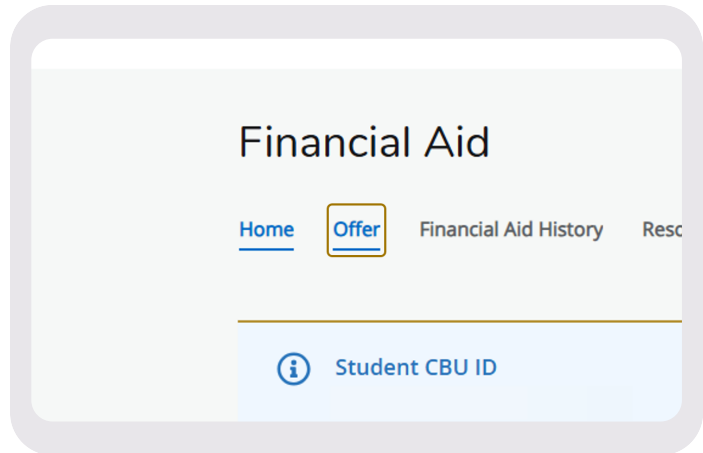
A screenshot of a web application titled "Student Forms". Below the title bar, there is a section titled "Change Form". It asks "Which semester would you like to change your loan for?" and has three radio buttons: "Fall" (selected), "Spring", and "Summer". Below this is a section titled "Fall Semester Loan Change Request" with several input fields for loan amounts, all showing "\$ 0".

8 Optional: View Current Aid

Click the My Financial Aid link to take you to your Financial Aid Dashboard

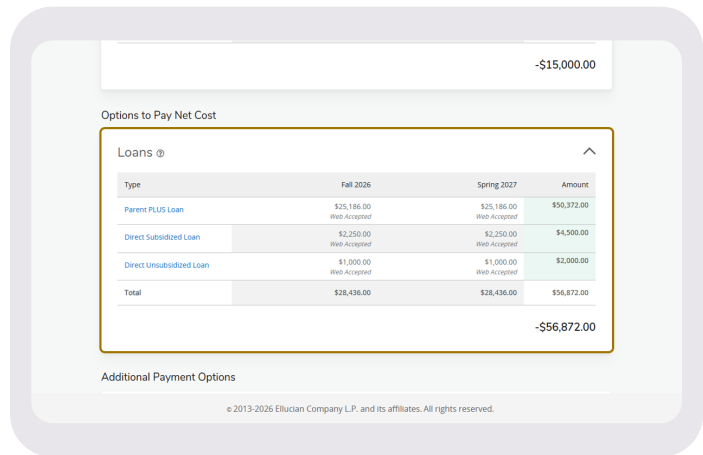
A screenshot of a text area. The text includes a link labeled "My Financial Aid" which is highlighted with a yellow rectangular border. The text is partially obscured by a large grey box, but the link is clearly visible.

9 Click on Offer



10 Scroll Down to Your Loans

Here you can see what is currently accepted, you will need this information for the loan change form.



Click Back to the Student Forms tab [↗](#)

11 Enter the Current Gross Amount for the Selected Term

In this example I am indicated that I have already accepted \$25,186 of the Parent PLUS Loan for the Fall Semester.
 Gross Loan Amount: the total loan the student has accepted
 Net Loan Amount: the amount that comes into CBU to help pay your balance (Gross Loan - loan fee that the Federal Government takes out).

The screenshot shows the 'Semester Loan Change Request' form. At the top, it asks 'Which semester would you like to change your loan for?' with radio buttons for 'Spring' (selected) and 'Summer'. Below this is the 'Semester Loan Change Request' section. It contains four lines of text: 'Current Gross Loan Amount.....\$ 25186', 'Current Loan Fee.....\$ 1065', 'Current Net Loan Amount.....\$ 24121', and 'Requested Gross Loan Amount.....\$ 0'. The 'Current Gross Loan Amount' value is highlighted with a yellow box.

12

Enter the New Requested Amount for the Selected Term

In this example I am requesting to decrease the Fall Subsidized loan from \$25,186 to \$20,000 for the Fall semester.

Current Gross Loan Amount.....\$ 25186
 Current Loan Fee.....\$ 1065
 Current Net Loan Amount.....\$ 24121
 Requested Gross Loan Amount.....\$ 20000
 Requested Loan Fee.....\$ 846
 Requested Net Loan Amount.....\$ 19154
 Difference in funds requested.....\$ -4967

13

Complete these Steps for Each Term

Current Gross Loan Amount.....\$ 25186
 Current Loan Fee.....\$ 1065
 Current Net Loan Amount.....\$ 24121
 Requested Gross Loan Amount.....\$ 20000
 Requested Loan Fee.....\$ 846
 Requested Net Loan Amount.....\$ 19154
 Difference in funds requested.....\$ -4967

14

Select an option

Notes:

- Changing your loan amount? You can find your current loan amount on [My Financial Aid](#) (student logs in)
- Gross loan amount: The total amount you borrow and are responsible for repaying. Use the gross amount when requesting a loan change.
- Loan fee: The U.S. Department of Education deducts an origination fee from Federal Direct Loans before the funds are applied to your student account.
- Net loan amount: The amount that is applied to your student account after the loan fee is deducted. Because of the loan fee, the amount applied to your account will be less than the amount you borrow.
- Need to know how much you owe? View your [Course & Fee Statement](#) to see your current semester balance.

- ☒ I AGREE and understand that if I am requesting an increase in my Parent PLUS Loan and the credit check on the application has expired, the U.S. Dept. of Education will run another credit check.
- ☐ I DO NOT want to have my credit checked, and I am aware that if my credit check is expired, I will not qualify for additional loan amounts.

[← Back](#)

[Continue →](#)

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[Accessibility Statement](#)

15

Click on Continue

will not qualify for additional loan amounts.

Continue →

16

Add Notes for the Financial Aid Office

Give a brief overview of what you are trying to change.

Student Forms

ange Form

Additional Information (if necessary)

I would like to reduce the parent PLUS Loan to \$40,000 for the year.

By signing this form, I understand that my loan can only be increased up to my cost of attendance (minus other aid received). I also understand that if my loan has an endorser, the loan can only be increased up to the initially approved amount from the application.

Due to recent federal student loan changes under the One Big Beautiful Bill, some adjustment requests may no longer be permitted. For more detailed information, please visit:

[One Big Beautiful Bill Updates](#)

← Back Continue →

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Click on Continue

autiful Bill, some adjustment requests may no longer be permitted. For

Continue →

18 Review Form Before Submitting

A screenshot of a web form titled "Student Information". The form contains the following fields and values:

- Student ID: [Redacted]
- Student Name: [Redacted]
- Award Year: 2026/2027
- Phone Number: (555) 555-5555
- CBU Email: student@calbaptist.edu
- Program Type:
 - ☒ Undergraduate - Main Campus
 - ☐ Undergraduate - Aviation
 - ☐ Undergraduate - Online
 - ☐ Credential Only

19 Enter Password to E-Sign

Students: this is the numeric pin that you set up when you first made your Student Forms profile.

Parents: This is the same password you use to log into Student Forms.

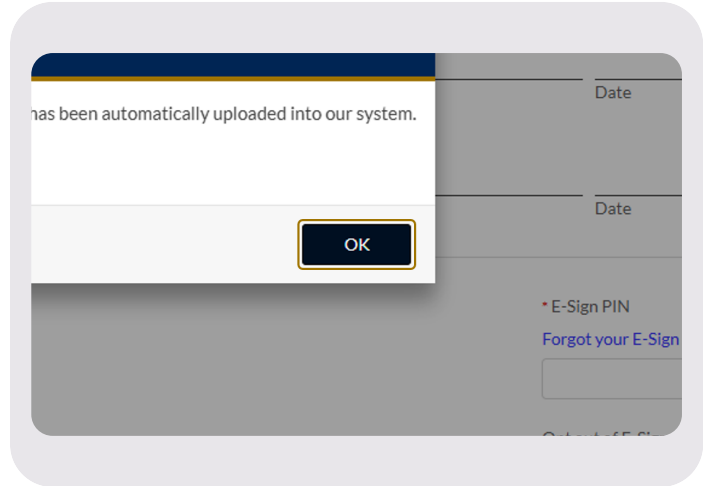
A screenshot of a web form titled "Date" at the top. The main content area shows:

- A red asterisk followed by "E-Sign PIN".
- A link: "Forgot your E-Sign PIN?" with a question mark icon.
- A password input field with four dots and a red "X" icon on the right.
- A toggle switch labeled "Opt out of E-Sign" with a question mark icon, currently set to "NO".
- A blue "E-Sign" button at the bottom right.

20 Click on E-Sign

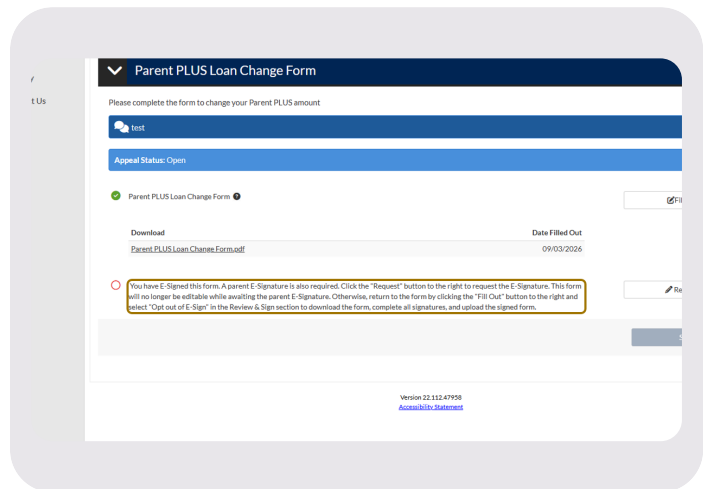
A screenshot of the same web form as in step 19. The "Opt out of E-Sign" toggle is still set to "NO". The "E-Sign" button at the bottom right is now highlighted with a yellow border, indicating it is the next step to click.

21 Click on OK

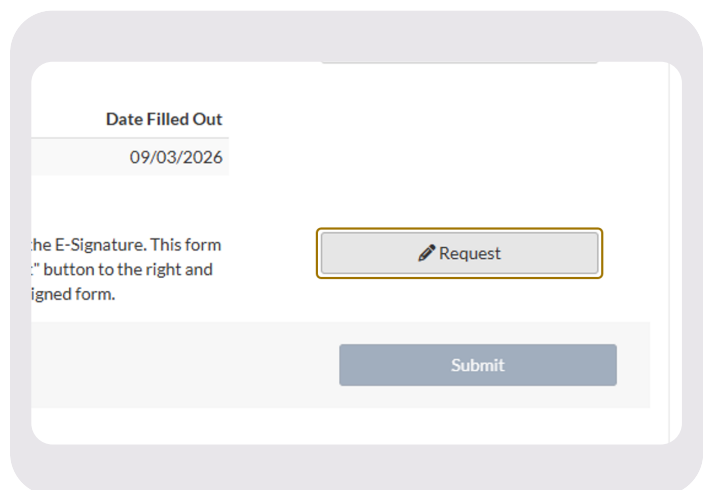


22 Return to The Homepage

Here you will see a message letting you know that you need to send a request to your parent to sign the form.



23 Click on Request



24 Select Add Parent

A screenshot of a web application showing a modal window titled "Request Parent E-Signature". The modal contains a dropdown menu with "Select..." and an "Add Parent" button. The background shows a form titled "Please complete the form to change your Parent PLUS amount" with fields for "Appeal Status: Open", "Parent PLUS Loan Change Form", and "Date Filled Out: 09/03/2026".

25 Enter in Parent's Information

If you parent already has a Student Forms account you must use the same email that they have already used.

The system also looks for an exact match for the name and date of birth so be careful with hyphenated last names.

A screenshot of a web application showing a form titled "Add Parent". The form has fields for "Parent's e-mail address" (mom@gmail.com), "Confirm e-mail address" (mom@gmail.com), "Parent's First Name" (Mom), "Parent's Last Name" (Lancer), and "Parent's Date of Birth" (month/day/year). There are "Send Request" and "Cancel" buttons at the bottom.

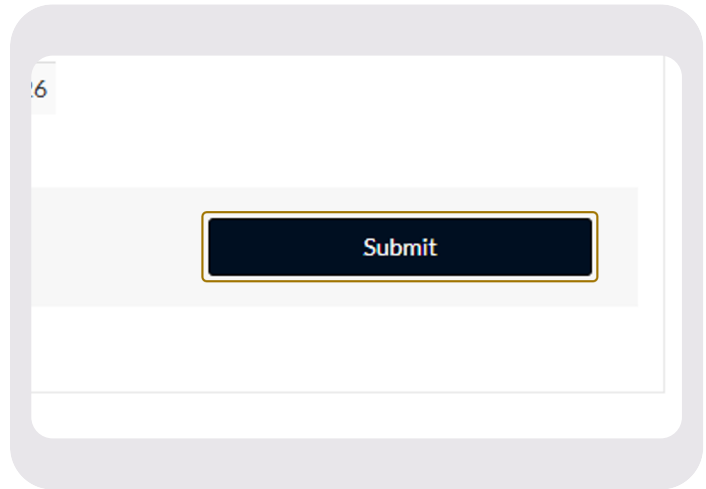
26 Wait for Parent to Complete Their Signature

The Submit button will be grayed out until the parent completed their signature.

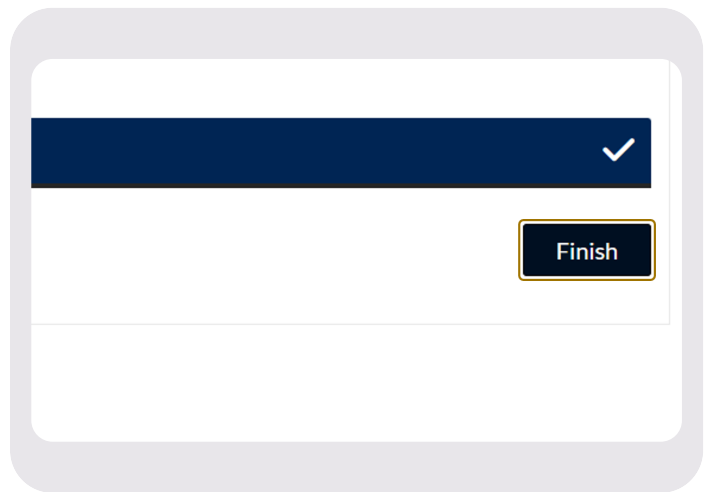
IMPORTANT: After your parent signs the form you must log back in and continue from here for it to be submitted!

A screenshot of a web application showing the "Parent PLUS Loan Change Form" page. The page has a title bar "Parent PLUS Loan Change Form" and a subtitle "Please complete the form to change your Parent PLUS amount". It includes a "test" button, "Appeal Status: Open", "Parent PLUS Loan Change Form", "Download", "Date Filled Out: 09/03/2026", "Cancel Request", "Edit Request", and a "Submit" button. A progress bar is at the bottom.

27 Click on Submit...

A screenshot of a web form. At the top left, there is a small tab labeled '6'. In the center of the form, there is a dark blue rectangular button with the word 'Submit' in white text. The button is highlighted with a yellow border.

28 Click on Finish
Don't miss this step!

A screenshot of a web form. At the top, there is a dark blue horizontal bar with a white checkmark icon on the right side. Below this bar, on the right side of the form, there is a dark blue rectangular button with the word 'Finish' in white text. The button is highlighted with a yellow border.