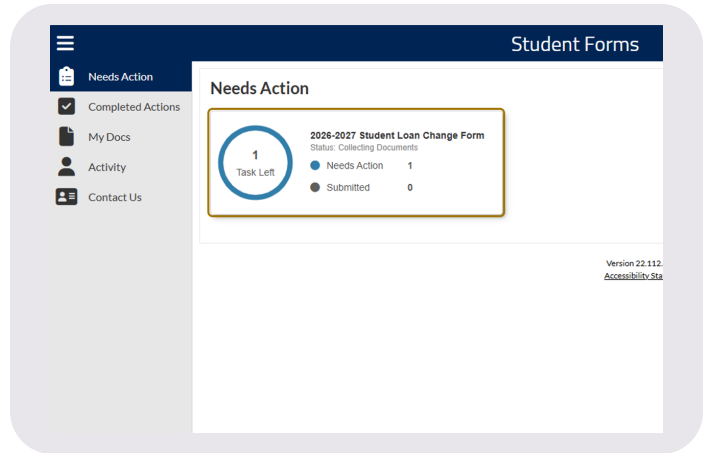


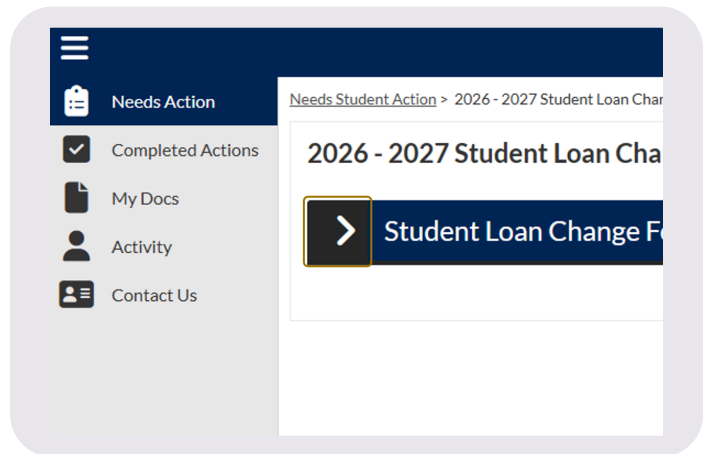
Log into Student Forms

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

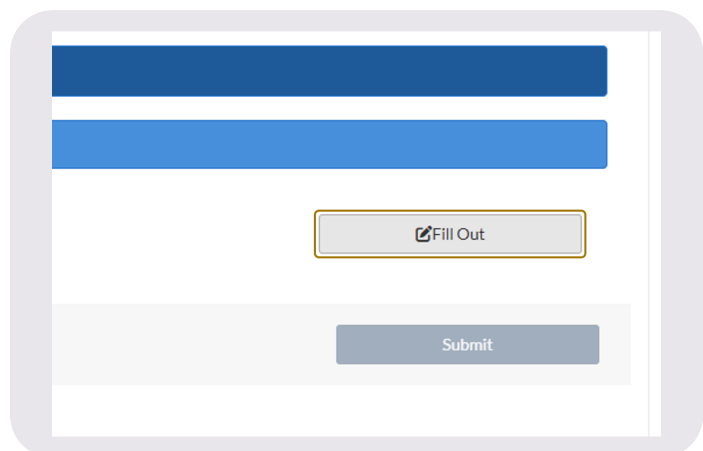
- 1 Click on the Academic Year with the Outstanding Form



- 2 Click on ">" to Expand the Student Loan Change Form



- 3 Click on Fill Out



4

Fill in your Phone Number and LancerMail

2026/2027

Student ID Number

OOC

Student Name

Phone Number

(555) 555-5555

CBU Email

student@calbaptist.edu

What Program are you in?

- ☐ Undergraduate (Main Campus)
- ☐ Undergraduate - Aviation (Main Campus)
- ☐ Undergraduate (Online)
- ☐ Credential Only
- ☐ Graduate/Doctorate (Main Campus)
- ☐ Graduate/Doctorate (Online)

Which loan(s) would you like to make changes to?

☐ Subsidized Loan ☐ Unsubsidized Loan ☐ Graduate PLUS Loan ☐ Private/Alternative Loan

5

Select Which Program You Are In

CBU Email

student@calbaptist.edu

What Program are you in?

- ☒ Undergraduate (Main Campus)
- ☐ Undergraduate - Aviation (Main Camp
- ☐ Undergraduate (Online)
- ☐ Credential Only
- ☐ Graduate/Doctorate (Main Campus)
- ☐ Graduate/Doctorate (Online)

6

Select which loan(s) you would like to adjust

What Program are you in?

- ☒ Undergraduate (Main Campus)
- ☐ Undergraduate - Aviation (Main Campus)
- ☐ Undergraduate (Online)
- ☐ Credential Only
- ☐ Graduate/Doctorate (Main Campus)
- ☐ Graduate/Doctorate (Online)

Which loan(s) would you like to make changes to?

☒ Subsidized Loan ☒ Unsubsidized Loan ☐ Graduate PLUS Loan ☐ Private/Alternative Loan

Subsidized and Unsubsidized Loan Notes:

- You can find your current gross loan amount on [My Financial Aid](#). The gross loan amount is the total amount you borrow and are responsible for repaying. Use the gross amount when requesting a loan change.
- A loan fee (origination fee) is deducted by the U.S. Department of Education from each Federal Direct Subsidized and Unsubsidized Loan disbursement before the funds are applied to your student account.
- The net loan amount is the amount 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.

7

Optional: View Current Aid

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

Would you like to make changes to? ⓘ

☒ Unsubsidized Loan ☐ Graduate PLUS Loan ☐ Private/Alternative Loan

Unsubsidized Loan Notes:

Your current gross loan amount on [My Financial Aid](#). The gross loan amount is the total amount for repaying. Use the gross amount when requesting a loan change.

(Origination fee) is deducted by the U.S. Department of Education from each Federal Direct disbursement before the funds are applied to your student account.

The net amount is the amount applied to your student account after the loan fee is deducted. Because the fee is deducted, the amount applied to your account will be less than the amount you borrow.

To see how much you owe? View your [Course & Fee Statement](#) to see your current semester charges.

8

Click Offer

Financial Aid

[Home](#)

[Offer](#)

[Financial Aid History](#)

[Resources](#)



Student CBU ID

9

Scroll Down to Your Loans

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

Type	Fall 2026	Spring 2027	Amount
Federal Work-Study Estimate	\$1,000.00 Web Accepted	\$1,000.00 Web Accepted	\$2,000.00
Total	\$1,000.00	\$1,000.00	\$2,000.00
			-\$2,000.00

Type	Fall 2026	Spring 2027	Amount
Parent PLUS Loan	\$10,000.00 Web Accepted	\$10,000.00 Web Accepted	\$20,000.00
Direct Subsidized Loan	\$1,750.00 Web Accepted	\$1,750.00 Web Accepted	\$3,500.00
Direct Unsubsidized Loan	\$1,000.00 Web Accepted	\$1,000.00 Web Accepted	\$2,000.00
Total	\$12,750.00	\$12,750.00	\$25,500.00
			-\$25,500.00

Additional Payment Options

Other Resources ⓘ

[Add/View Resource](#)

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

10 Select Which Semester To Adjust For the Selected Loan Type

In this example I have selected to adjust Fall and Spring for the Subsidized Loan.

- A loan fee (origination fee) is deducted by the U.S. Department of Education from each Federal Direct Subsidized and Unsubsidized Loan disbursement before the funds are applied to your student account.
- The net loan amount is the amount 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.

Subsidized Loans:
What semester(s) would you like to make changes to?

☒ Fall ☒ Spring ☐ Summer

Fall Semester Subsidized Loan Change Request

Current Gross Loan Amount.....\$

Current Loan Fee.....\$ 0

Current Net Loan Amount.....\$ 0

New/Requested Gross Loan Amount.....\$

New/Requested Loan Fee.....\$ 0

11 Enter the Current Gross Amount for the Selected Loan and Term

In this example I am indicated that I have already accepted \$1,000 of the Subsidized 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).

Subsidized Loans:
What semester(s) would you like to make changes to?

☒ Spring ☐ Summer

Spring Semester Subsidized Loan Change Request

Current Gross Loan Amount.....\$

Current Loan Fee.....\$ 11

Current Net Loan Amount.....\$ 989

New/Requested Gross Loan Amount.....\$

New/Requested Loan Fee.....\$ 0

12 Enter the New Requested Amount for the Selected Loan and Term

In this example I am requesting to increase the Fall Subsidized loan from \$1,00 to \$1,500.

Spring Semester Subsidized Loan Change Request

Current Gross Loan Amount.....\$

Current Loan Fee.....\$ 11

Current Net Loan Amount.....\$ 989

New/Requested Gross Loan Amount.....\$

New/Requested Loan Fee.....\$ 16

New/Requested Net Loan Amount.....\$ 1484

Difference in funds requested.....\$ 495

13 Complete these Steps for Each Loan Type and Each Term

New/Requested Gross Loan Amount.....\$ 1000
 New/Requested Loan Fee.....\$ 16
 New/Requested Net Loan Amount.....\$ 1484
 Net difference in funds requested.....\$ 495

Unsubsidized Loans:
 What semester(s) would you like to make changes to?
☒ Fall ☐ Spring ☐ Summer

Fall Semester Unsubsidized Loan Change Request
 Current Gross Loan Amount.....\$ 0
 Current Loan Fee.....\$ 0
 Current Net Loan Amount.....\$ 0
 New/Requested Gross Loan Amount.....\$ 500
 New/Requested Loan Fee.....\$ 5
 New/Requested Net Loan Amount.....\$ 495
 Net difference in funds requested.....\$ 495

Spring Semester Unsubsidized Loan Change Request
 Current Gross Loan Amount.....\$ 0
 Current Loan Fee.....\$ 0
 Current Net Loan Amount.....\$ 0
 New/Requested Gross Loan Amount.....\$ 1000
 New/Requested Loan Fee.....\$ 5

14 Add Notes for the Financial Aid Office

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

Current Net Loan Amount.....\$ 0
 New/Requested Gross Loan Amount.....\$ 500
 New/Requested Loan Fee.....\$ 5
 New/Requested Net Loan Amount.....\$ 495
 Net difference in funds requested.....\$ 495

Additional Information (if necessary)
 I would like to increase my sub loan from \$2000 to \$3000 for the year and my unsub loan from \$0 to \$2000 for the year. Split evenly between Fall and Spring.

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.

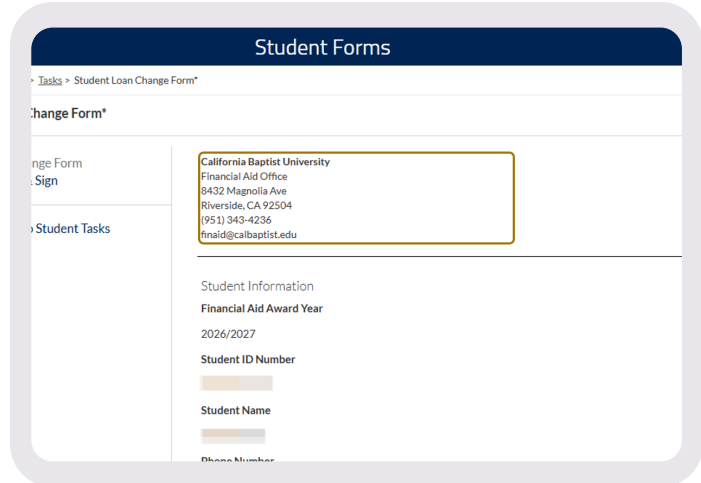
Due to recent federal student loan changes under the One Big Beautiful Bill, some adjustment requests may no longer be permitted. For more detailed information, please visit:
[One Big Beautiful Bill Updates](#)

Continue →

15 Click on Continue

Continue →

16 Review Form Before Submitting

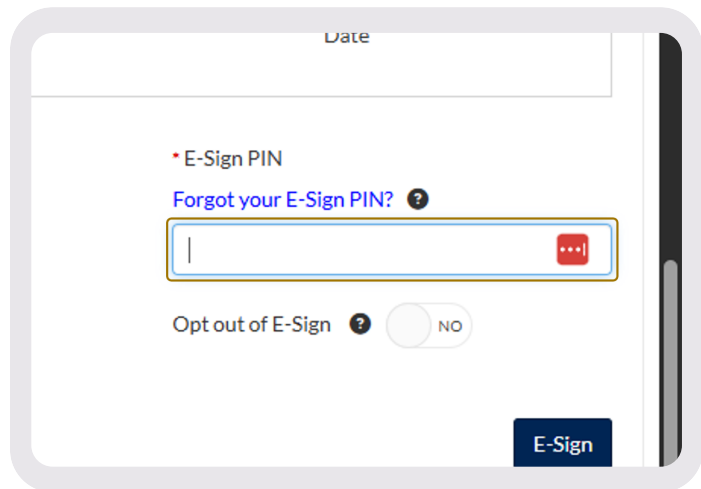


The screenshot shows the 'Student Forms' page with a breadcrumb trail: 'Tasks > Student Loan Change Form*'. The main heading is 'Change Form*'. On the left, there is a sidebar with links: 'Change Form', 'Sign', and 'Student Tasks'. The main content area displays the university information for California Baptist University, including the Financial Aid Office address (9432 Magnolia Ave, Riverside, CA 92504), phone number (951) 343-4236, and email (finaid@calbaptist.edu). Below this, the 'Student Information' section shows the 'Financial Aid Award Year' as 2026/2027, and fields for 'Student ID Number', 'Student Name', and 'Phone Number' are present but empty.

17 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.



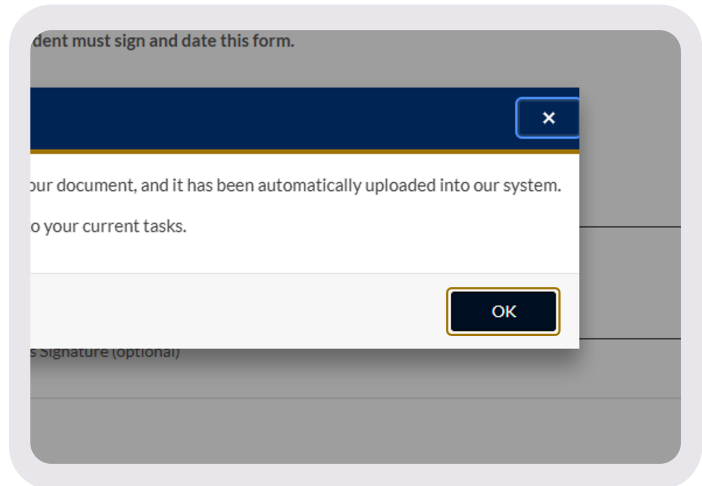
The screenshot shows the 'E-Sign PIN' entry screen. At the top, there is a 'Date' field. Below it, the heading 'E-Sign PIN' is followed by a link 'Forgot your E-Sign PIN?' with a question mark icon. A password input field is shown with a red eye icon to toggle visibility. Below the input field, there is a toggle switch for 'Opt out of E-Sign' with a question mark icon, currently set to 'NO'. At the bottom right, there is a blue 'E-Sign' button.

18 Click on E-Sign

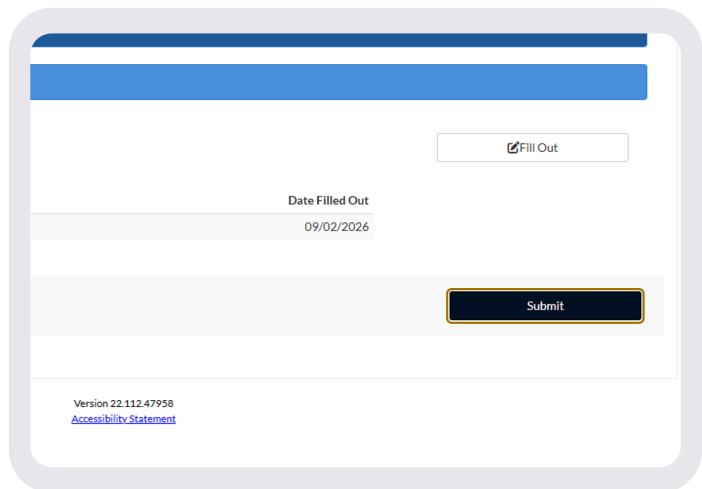


This screenshot is similar to the previous one, showing the 'Opt out of E-Sign' toggle set to 'NO'. The 'E-Sign' button at the bottom right is highlighted with a yellow border, indicating it should be clicked.

19 Click on OK



20 Back on the Homepage, Click on Submit



21 Click on Finish
Don't miss this step!

