



Authorization to Apply Federal Financial Aid to Non-Institutional Charges

Federal student financial aid can only cover "institutional charges" as defined by the U.S. Department of Education. This definition includes current year charges for tuition and fees, and on-campus room and board.

Unless authorization is received, federal financial aid cannot be used to cover non-institutional charges such as parking permits and fines, library fines, returned check fees, late fees, etc. We are required to obtain your written authorization to use federal student financial aid funds to pay for "non-institutional charges".

******Should you choose to deny authorization to pay non-institutional charges with your federal student financial aid, you need to pay all non-institutional charges as incurred.***

Section 1: Authorization

I **authorize** the use of my federal student financial aid to pay for non-institutional charges (i.e., textbooks, kit fees, parking permit, late fees, library fines, etc.).

I **decline** the use of my federal student financial aid to pay for non-institutional charges (i.e., textbooks, kit fees, parking permit, late fees, library fines, etc.).

Section 2: Certification Statement (Read and Sign)

By signing below, I acknowledge I have read and understand the following:

It is my responsibility to either pay or make payment arrangements to satisfy all of my debts which may exceed my financial aid, including charges occurring after the disbursement and refund of financial aid, on or before the respective payment deadline date each semester/term.

I understand that these authorizations will cover the entire period that I am enrolled and that I can modify or rescind authorization at any time by contacting Office of Financial Aid.

Student Printed Name and ID Number

Student Signature

Date