



Student Financial Aid

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Title IV Authorization Release Non-Institutional Charges and Prior Year Charges

Name _____ University ID _____

IMPORTANT – BEFORE YOU CAN RECEIVE FEDERAL FUNDS, YOU MUST COMPLETE AND RETURN THIS FORM TO OUR OFFICE.

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 fines, library fines, returned check fees, late fees, short term loans, parking permits, etc.* The only way federal student aid funds can be used to pay for “non-institutional charges” is to obtain your written authorization to pay those charges (and a parent signature in the case of a PLUS loan). Should you choose to deny authorization to pay non-institutional charges with your federal student financial aid, you will need to pay all non-institutional charges before your financial aid funds will be credited to your account.

Authorization to Apply Federal Financial Aid to Prior-Year Charges

Federal student financial aid can only cover the “current” academic year institutional charges as defined by the U.S. Department of Education. Therefore, in order to pay “prior year” charges (limited to \$200 or less), with your current academic year’s financial aid, you must provide written authorization for the University to do so. If you have enough financial aid to cover your current year charges and have excess financial aid that you would like to apply to pay on a prior year balance due on your student account (\$200 or less), you may do so by completing this form. Should you choose to deny authorization to pay prior year charges up to \$200 with your current academic year federal student financial aid, you will need to pay all prior year charges before your financial aid funds will be credited to your account. **Note that even if authorization is granted you must pay prior year charges that exceed \$200.**

Section 1: Authorizations (Circle ‘YES’ or ‘NO’ to each question listed below.)

- | | | |
|---|-----|----|
| 1. Do you authorize the use of your federal student financial aid to pay for non-institutional charges?
(i.e. parking permit, short term loan, late fees, library fines, etc.) | YES | NO |
| 2. Do you authorize the use of your federal student aid to pay up to \$200 of your prior-year charges? | YES | NO |
| 3. Do you authorize the use of your PLUS loan to pay for non-institutional charges on your son/daughter’s account? (Parents authorize PLUS loan by signing below.) | YES | NO |

Section 2: Certification Statement (Read and Sign)

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

- *It is my responsibility to either pay or make payment arrangements to satisfy all of my SIUE 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 as published on the SIUE website.*
- *I understand that these authorizations will cover the entire period that I am enrolled at SIUE and that I can modify or rescind any one or all of these Authorizations at any time by contacting the Office of Student Financial Aid.*
- *I understand that my signature on this Authorization Form incurs the same liability as my endorsement on a bank check.*
- *I understand that rescinding this authorization is valid as of the date received and is not retroactive.*

Student’s Signature

Date

Parent’s Signature (for PLUS Loan)

Date

Office Use Only: RRAAREQ: TIV _____ TIVPLU _____ PY _____

Title IV Authorization Release Non-Institutional Charges and Prior Year Charges Instruction and Explanation

This form seems very confusing; we hope that this instruction and explanation sheet helps to explain.

Authorization to Apply Federal Financial Aid to Non-Institutional Charges

Simply put, your Federal Financial Aid (Grants and Loans) can only pay tuition, fees, and on-campus room and board. If you have other charges you have to authorize us to pay them with your financial aid.

Right now you may not think you may ever have other charges. However, you may want to charge a parking permit (currently at \$89 for the lowest cost student permit), or you may want to take advantage of charging additional educational items at the bookstore with your excess financial aid. There may be a time in the future you may need an emergency short term loan (which you receive as cash and shows up as a charge on your account to be paid back later).

In addition to those charges, there are other charges during your time at SIUE that unfortunately happen to all of us, a library fine, a parking fine, and a finance charge are all examples of things that can be charged to your bill and cannot be paid by Federal Financial Aid unless you give us authorization to do so.

By signing this authorization we are not saying that you are agreeing to any charges nor are we saying you agree to apply for any loans, you are only agreeing that while you are here at SIUE if you incur any of these charges it is OK for your Federal Financial Aid to go ahead and pay them along with your tuition, fees, and on-campus room and board charges.

Authorization to Apply Federal Financial Aid to Prior-Year Charges

Right now, as an incoming student, you don't have any prior-year charges. You come in with a clean slate. However, while you are here you may have a term where you have a prior-year balance that prevents you from registering for an upcoming term. This could happen for several reasons, one of the most common is when a student adds a class after all financial aid is disbursed, and they then have to pay for that class. It could also happen if any of the charges listed above happen after aid is disbursed. If the charges are \$200 or less and you have financial aid and you have authorized us to pay them we will. If not, you can't register unless you come up with the money out of your own pocket.

What Happens Now?

If you do not give us authorization to apply the aid to non-institutional and prior-year charges we must hold your disbursements, every term, until the posting of the financial aid refund checks for that time period. Your financial aid will not be able to be used to pay any of your tuition, fees, and on-campus room and board charges, nor charges from a prior year. You will have to make all payments in order to prevent being dropped for non-payment, and pay subsequent payments (and finance charges if the payments are not made in time) until your aid is disbursed. This will happen every term, and you will be prevented from registering in the future if you have prior-year charges, until you have paid these charges in full.