

TITLE IV AUTHORIZATION FORM

Name _____

Student ID# _____

Even if you have no Title IV aid at this time, we encourage you to review this form and consider signing it now. You might need Title IV aid for future semesters, and if you do, you will already have the authorization in place.

The Department of Education requires all institutions to follow certain guidelines if a student's Title IV funds create a credit on the student's account. Title IV funds include Federal Direct Loans (subsidized, unsubsidized, PLUS), Federal Pell Grants, and Federal Supplemental Educational Opportunity Grants. When a school applies Title IV funds to a student's account and determines that the amount of funds exceeds the charges for that term, the school must pay the credit balance directly to the student (parent if PLUS Loan) if Title IV funds create the credit.

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, fees, and on-campus room and board. Unless authorization is received, federal financial aid cannot be used to cover non-institutional charges such as bookstore charges, library fines, OSD fines, student ID fees, security fines, health services fines, returned check fees, late payment fees, default fees, athletic gear charges or any other charges not directly tied to taking a class.

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. This form will allow us to apply your federal financial aid to your non-institutional charges.

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 with your current academic year's financial aid up to a maximum of \$200.00, you must provide written authorization for the institution 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 off a prior year balance due on your student account, you may do so by completing this authorization form and returning it to the Financial Aid Office.

Authorization to Deposit FWS wages by Electronic Funds Transfer (EFT)

By signing this Title IV Authorization form, you authorize the institution to deposit any wages you have earned from a FWS position to a bank account that is designated by you. The Human Resources department of the institution will keep the direct deposit authorization on file.

I understand that this authorization will remain in effect throughout my Clarks Summit University student career until such time as I submit a written request to cancel this authorization (see address below). A cancellation or modification is not retroactive—it takes effect on the date that the school receives it from the student or parent.

Student Signature _____

Date _____

Parent (for PLUS loan) _____

Date _____

Please return to address below or fax to 570.585.9470 or email to financialaid@ClarksSummitU.edu.