



Office of Financial Aid

**Title IV Authorization Form**

In compliance with federal regulations Immaculata University must obtain written authorization from the student to apply Title IV funds (Federal Loans and Grants)\* for payment of charges other than institutional charges (tuition, fees, room and board) on a student's account and to use these funds in payment of prior aid year non-institutional charges\*\*. Permission is also required to allow excess of federal funds to remain on the student's account to pay for future charges within the same financial aid award year (Fall through Summer). You must indicate your choice to each item below.

**CREDIT BALANCE (REFUND) AUTHORIZATION: (choose one)**

\_\_\_\_\_ I authorize Immaculata University to apply any credit balance from disbursement of Title IV funds to future charges within the same financial aid award year. *If you choose this option you will **not** receive a refund until the end of the academic year. Please note that according to federal regulations, we must refund excess Title IV funds to you at the end of each financial aid award year.*

\_\_\_\_\_ I do not authorize Immaculata University to apply any credit balance from disbursement of Title IV funds to future charges within the same financial aid award year. Please refund any credit balance remaining on my account to me after the current semester charges are paid.

**PRIOR TERM CHARGES AUTHORIZATION: (choose one)**

\_\_\_\_\_ I authorize Immaculata University to apply my Title IV funds to pay up to \$200 of prior aid year non-institutional charges. *You must pay any amount owed in excess of \$200 for continued enrollment.*

**Example:** If you have any fines on your account from a **previous term**, would you like your federal loans and/or grants to be applied to up to \$200 of those charges? If yes, please check that you authorize.

\_\_\_\_\_ I do not authorize Immaculata University to apply the Title IV funds to pay prior aid year non-institutional charges. *If you choose this option you are responsible for all previous account balances, which may prevent future registration.*

**CURRENT TERM CHARGES AUTHORIZATION: (choose one)**

\_\_\_\_\_ I authorize Immaculata University to apply my Title IV funds to pay non-institutional charges. *If you desire to transfer funds to your student ID card ("one card") to use at any location on campus including bookstore, please check that you authorize.*

\_\_\_\_\_ I do not authorize Immaculata University to apply my Title IV funds to pay non-institutional charges. *If you choose this option you may receive a refund check but still owe money to Immaculata. Outstanding balances are subject to late fees and will prevent you from registering, receiving grades, certifications or transcripts.*

I understand that this authorization is valid for as long as I am enrolled at Immaculata University. I may rescind this authorization by completing a new Title IV authorization form at any time and submitting it to the Office of Financial Aid.

Print Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Title IV Aid includes Federal Pell, SEOG, ACG, and SMART grants, Federal Perkins, Stafford, and PLUS Loans.

\*\* Non-institutional charges include parking fines, room fines, library fines, late fees, fee to replace ID card, and doctor visits/sports physicals.