



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

NAME: _____ ESU ID# _____

Please print: Last First MI

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. It also includes other fees, such as: lab fees, workshops, university registration fees, facilities usage fees, and other specialized departmental or college fees associated directly with taking a class. *Unless authorization is received, federal financial aid cannot be used to cover non-institutional charges such as: parking fines, library fines, breakage fees, returned check fees, application fees for short-term installment plans or any 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 Cashiering Services to apply your federal financial aid to your non-institutional charges.

I authorize Emporia State University to apply my federal student financial aid to any non-institutional charges on my student account.

I understand that this authorization will remain in effect until I submit a written request to cancel this authorization (See address below).

Student Signature

Date

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, 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 off a prior year balance due on your student account, you may do so by completing this authorization form and returning it to Cashiering Services.

I authorize Emporia State University to apply my federal student financial aid to pay off my prior year charges.

I understand that this authorization will remain in effect throughout my ESU student career until such time as I submit a written request to cancel this authorization (See address below).

Student Signature

Date

Deliver by mail to: Emporia State University
Cashiering Services
Campus Box 4080
1200 Commercial St.
Emporia, KS 66801

Deliver in person to: Cashiering Services
Plumb Hall 104
Deliver by Fax to: 620-341-6770

Office Use Only:

Date Entered: _____ Initials _____

Date Proofed: _____ Initials: _____