



Federal Title IV Financial Aid Authorization Agreement for Prior Term Charges
(For Federal Financial Aid such as Loans, Pell Grants, etc.)

Student Full Name (please print) **Student ID Number or SSN**

In order to properly apply financial aid payments to your student account charges, you must authorize use of your financial aid funds. **Failure to complete this form may delay refunds.**

Under federal law, Tiffin University must receive your "authorization" to use your financial aid to pay for fees such as student health insurance, books, software, supplies and prior term charges other than current term tuition, course/lab fees and University contracted room and board plans. These other fees are called "authorized allowable charges" and can include, but are not limited to prior term charges, bookstore, student health insurance and other miscellaneous charges you may incur on your student bursar account.

- **If you do not complete and return this authorization form, The University must assume that you wish to "restrict" use of your financial aid funds. Financial aid cannot be used to pay for authorized allowable charges such as bookstore, software, supplies or other miscellaneous expenses you may incur as a student. These charges will be due when billed and must be paid by the due date on your bill to avoid restrictions.** Your financial aid funds will only cover tuition, course/class/lab fees and University contracted Room and Board plans and you will be personally responsible for remitting payment for any other charges you incur on your University bursar account.
- I understand that **if I do not participate in my classes and I fail to drop/withdraw**, I am responsible for the total amount charged for my tuition, fees and bookstore expenses and further understand that my financial aid may be subject to reductions, adjustments and/or cancellation.
- I understand that **if I do drop/withdraw from any classes or stop attending any classes prior to the end of the semester**, I may have to repay a portion of the financial aid I received, but did not fully earn, through the Return to Title IV calculation.
- I understand **I will not be able to register for classes or receive my official academic transcripts** until I fully pay any debt and/or outstanding financial obligation created as a result of my drop/withdrawal from school in addition to any miscellaneous charges due.

With my signature below, I "authorize " **the University to apply my Federal Title IV financial aid to pay all fees and charges including, but not limited to prior term charges, bookstore, software, supplies and other miscellaneous expenses.** I am certifying that this authorization to use my current term aid for my outstanding prior term charges will not cause me financial hardship. This authorization will remain active as long as I remain enrolled at Tiffin University and I understand I may revoke the authorization at any time by contacting the Bursar's Office at Tiffin University.

Student Signature _____ **Date** _____

Please fax your completed form to: (866) 405-3682 Ivy Bridge College of Tiffin University

<u>Office Use Only:</u>	
Permission Set: Y/N	
Waiver Form FIN_AID	Active Date: _____
Initials: _____	Date: _____