

# Albright

COLLEGE  
STUDENT ACCOUNTS OFFICE

## Title IV Authorization Form

Albright College, in compliance with federal regulations, 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.

### CURRENT TERM CHARGES AUTHORIZATION: (CHOOSE ONE)

- I authorize Albright College to apply my Title IV funds to pay non-institutional charges.  
**Example:** If you have bookstore charges on your account **currently**, would you like your loans and/or grants to be applied to those charges? If yes, please check that you authorize.
- I do not authorize Albright College 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 Albright College. Outstanding balances are subject to late fees and may prevent you from registering, receiving grades, certifications or transcripts.*

### PRIOR TERM CHARGES AUTHORIZATION: (CHOOSE ONE)

- I authorize Albright College 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 charges 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 Albright College 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.*

### CREDIT BALANCE (REFUND) AUTHORIZATION: (CHOOSE ONE)

- I authorize Albright College 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 unless you specifically request one. 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 Albright College 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.

I understand that this authorization is valid for as long as I am enrolled at Albright College. I may rescind this authorization by completing a new Title IV Authorization Form at any time and submitting it to the Student Accounts Office.

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

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

\* Title IV Aid includes Federal Pell and SEOG grants, Federal Perkins and Federal Direct Stafford loans, and Parent and Graduate Federal Direct PLUS Loans.

\*\*Non-institutional charges include parking fines, room fines, library fines, health center fees, trip fees, organizational fundraising fees, bookstore and dining charges and other miscellaneous charges as required.

Please return this form to: Student Accounts, Albright College, P.O. Box 15234, Reading, PA 19612-5234