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

NAME: __________________________________________  ID#A __ __ __ __ __ __ __ __

Please print:  First  MI  Last

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 fee, facilities usage fee, and any other specialized departmental or college fees associated directly with taking a class. Federal financial aid cannot be used to cover charges such as: parking fines, library fines, breakage fees, returned check fees, 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 Otterbein Accounts Receivable Office to apply your federal financial aid to your non-institutional charges.

I authorize Otterbein 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 Otterbein to do so. Therefore, 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.

I authorize Otterbein to apply my federal student financial aid to pay off my prior year charges up to $200.

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

__________________________________ ______________
Student Signature    Date

Deliver by mail or fax to:  Otterbein University
Financial Aid Office
One South Grove Street
Westerville, OH 43081  Fax to:  (614)823-1588

For Office Use Only:
Date Entered: ___________ Initials: ___________