



SHIPPENSBURG
UNIVERSITY

Student Accounts Office

Federal Aid Authorization Form

The purpose of this form is to obtain your permission to use Title IV financial aid funds (Federal Direct Subsidized or Unsubsidized Stafford loans, Federal Direct Grad Plus loans, Perkins loans, TEACH, Pell and SEOG grants) to cover any miscellaneous charges on your student account. Under federal regulations, these aid types can only be used to pay standard institutional charges (tuition, required fees, room and board). The university may use your federal aid to pay other charges on your account *only if you grant permission to the university to do so*. Granting permission authorizes the application of aid to ALL charges on your university bill. The university may also use your federal aid to pay semester balances in a previous aid year up to \$200, and with your permission, may pay miscellaneous charges up to \$200 on semesters in a previous aid year.

Current Term Charges

I authorize Shippensburg University to apply my Title IV financial aid to all charges incurred by me in the current aid year. This would include any miscellaneous charges to my student account, such as, but not limited to, late fees, placement re-testing fees, key or lock changes, room damages, health center equipment fees, returned check charges, degree fees, and administrative fees for withdrawal.

Prior Term Charges

I authorize Shippensburg University to apply remaining excess Title IV financial aid to miscellaneous charges in previous aid years (not to exceed \$200).

Print Name

Student ID Number

Signature

Date

Checking both boxes above will cover current and previous semesters and will result in a lower balance due on my student account.

I understand that this authorization is valid for the entire period of my enrollment and can be rescinded at any time by submitting a request in writing to the Student Accounts Office.

Print, sign, date and submit this form to the Student Accounts Office via postal mail, email, fax or in person.

Student Accounts Office, Old Main Room 100, 1871 Old Main Drive, Shippensburg, PA 17257
Phone 717.477.1211; Fax 717.477.4018; Email studentacct@ship.edu

Revised 5/19/14