



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

Name: _____ MBCC ID# _____
Please print: Last First Middle Initial

The Department of Education requires all institutions to follow certain guidelines if a student's Title IV funds create a credit on the student's tuition account. Title IV funds include Federal Parents PLUS Loans, Federal Stafford Loans, Federal Pell Grant and Federal Supplemental Educational Opportunity Grant. When a school applies Title IV funds to a student's account and determines that the amount of funds exceeds the charges for that term, the school must pay the credit balance directly to the student (parent if PLUS Loan) if Title IV funds create the credit.

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. *Unless authorization is received, federal financial aid cannot be used to cover non-institutional charges such as: health fees, bookstore charges, library fines, parking fines, damage fees, returned check fees, judicial fines or any other 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 us to apply your federal financial aid to your non-institutional charges.

By signing this form you are authorizing Massachusetts Bay Community College to utilize your Title IV financial aid to pay non institutional charges and that this authorization pertains to all future semesters you are enrolled at Massachusetts Bay Community College

Book Authorizations:

Book Authorizations are calculated by totaling all approved sources of financial aid and deducting all outstanding tuition and fee charges. This amount is not a separate award, and the value of the bookstore authorization is subject to change based upon adjustments to financial aid eligibility, enrollment and tuition and fee charges. If your financial aid is reduced or cancelled you are responsible for payment of all bookstore charges made against the authorization and until these charges are paid in full a hold will be place on your student account.

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 up to a maximum of \$200.00, 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 the Student Accounts Office.

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

Student Signature: _____ Date: _____

This form with original signature should be returned to the Student Accounts Office either by mail to:

Massachusetts Bay Community College
50 Oakland Street
Wellesley, MA 02481

Or
In person at the Enrollment Center on either the Wellesley or Framingham campus.