



Title IV Credit Balance Authorization Form

Last Name

First Name

HU ID Number

Email Address

Contact Number

Howard University, in compliance with federal regulations, must obtain written authorization from the student to apply Title IV funds* for payment of charges other than institutional charges (tuition and fees) on a student's account and to use these funds in payment of prior air year non-institutional charges**. You must indicate your choice to one or both the items below.

Step 1: Authorization to Apply Federal Financial Aid to Non-Institutional Charges

Complete this section if you wish to CHANGE your response to authorizing current year non-institutional charges.

_____ I authorize Howard University to apply my federal student financial aid to non-institutional charges on my student account.

_____ I **do not** authorize Howard University to apply my Title IV funds to pay non-institutional charges.

If you choose this option, you may receive a refund disbursement but still owe money to Howard University. Outstanding balances are subject to late fees and may prevent you from registering, receiving grades, certifications, or transcripts.

Step 2: Prior Year Charges Authorization

Complete this section if you wish to CHANGE your response to authorizing prior year non-Institutional charges.

_____ I authorize Howard University to apply any Title IV funds to pay up to \$200.00 of prior year non-institutional charges within the limits as allowed by federal regulations. *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 balance due on your student account, please check that you authorize.*

_____ I **do not** authorize Howard University to apply my Title IV funds to pay prior aid year charges.

If you choose this option you are responsible for all previous account balances, which may prevent future registration.

Step 3: Certification

I certify that I fully understand the charges that my Title IV funds will be used to pay. Signing for someone else is fraud, whether they give you permission or not.

Signature

Date

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

**Non-institutional charges include library fines, trip fees, bookstore charges, and other miscellaneous charges as required.

For Office Use Only:

Received by: _____

Date: _____

☐ Approved

☐ Denied

☐ Pending

FAA Initials: _____

Date: _____