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NATIONAL LOUIS UNIVERSITY

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NATIONAL LOUIS UNIVERSITY

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

1) 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. It also includes other fees including but not limited to: lab fees, workshops 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: library fines, returned check fees, graduation 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 NLU to apply your federal financial aid to your non-institutional charges.

- Yes, I authorize National Louis to apply my federal student financial aid to any non-institutional charges on my student account.
- No, I do not authorize National Louis to apply my federal student financial aid to any non-institutional charges on my student account.

2) 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 to NLU. 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.

- Yes, I authorize National Louis to apply my federal student financial aid to pay off my prior year charges up to \$200.
- No, I do not authorize National Louis to apply my federal student financial aid to pay off my prior year charges up to \$200.

I understand that this is a voluntary authorization and that it will remain in effect as long as I am enrolled at National Louis University. I also understand that this authorization can be cancelled at any time by submitting a written request to cancel this authorization or by submitting a new Title IV Authorization Release Form.

Student Name – Print

NLU ID

Student Signature

Date

You can return this form by fax (847-465-5894); by email (scan/email it to studentfinance@nl.edu); or by mail (National Louis University, Student Finance Office, 1000 Capitol Drive, Wheeling IL 60090).