Federal and State regulations require the College to obtain written authorization from students (and parents in the case of PLUS loans) so that we may appropriately apply the disbursements of Title IV and New York State financial aid funds. Title IV funds include grants (PELL, SEOG) as well as loan funds (Perkins, Stafford, PLUS and Unsubsidized Loans). TAP awards are considered New York State funds. The authorization is broken down into four components: authorization to pay non-institutional charges, authorization to cover prior year outstanding charges, authorization to use Parent PLUS Loan to cover non-institutional charges and authorization to pay future semester charges.

The first authorization allows the College to use financial aid funds to pay non-institutional charges. Although financial aid funds may be used to pay institutional charges (tuition, fees, room and board) without authorization, non-institutional expenses such as parking decals, parking fines, sickness insurance and dormitory damages, to name a few, cannot be covered by financial aid if we do not have a signed authorization on file. Therefore, if you wish to have your financial aid funds cover non-institutional charges such as Child Care Services or Dental Hygiene Supplies, you must first complete and sign this authorization statement.

The second authorization will allow the College to use financial aid funds to cover prior year outstanding charges. For example, the current academic period is comprised of the following semesters: Summer 2012, Fall 2012 and Spring 2013. Disbursements received for any of the aforementioned semesters can be applied to balances in any one of the three terms. Any outstanding balance from the Spring 2012 semester and back would require authorization before current year disbursements could be applied to the outstanding balance.

The third authorization allows the College to use the Parent PLUS Loan to cover all non-institutional charges, if you are the recipient of a PLUS loan. The authorization to use these funds must be signed by a parent.

The fourth authorization allows the College to use your financial aid funds to pay outstanding charges for a future semester within the same financial aid year (i.e., pay Spring 2013 charges from Fall 2012 financial aid funds).

Please keep in mind that if you do not sign this statement, you, the student, will become liable for all charges not covered by financial aid. A hold will be placed on your account if you have an unpaid balance. An outstanding balance will prevent you from receiving grades, requesting transcripts and registering for future semesters.

Please read the following authorization statements carefully and place a check mark in the appropriate box(es):

1. [ ] I authorize the use of my financial aid funds to pay all outstanding non-institutional charges.
2. [ ] I authorize the use of my financial aid funds to pay prior year institutional charges.
3. [ ] I authorize the use of my PLUS Loan to cover non-institutional charges on my son/daughter’s account. (This must be checked by parent and signed below.)
4. [ ] I authorize the use of my financial aid funds to pay charges for a future semester within the same financial aid year.

RAM ID No. ____________________________ Student Name (Please Print) ____________________________ Student Signature ____________________________
Date ____________ Parent Name (If Applicable-Please Print) ____________________________ Parent Signature ____________________________