



Instructions

This form can be submitted in one of two ways.

Option 1 – Mail **signed form** to: Shorter University | Attn: Business Office | 315 Shorter Avenue | Rome, GA 30165

Option 2 – Hand Deliver **signed form** to: Main Floor of the Sheffield Thompson Building

FEDERAL (TITLE IV) AUTHORIZATION STATEMENTS

Information

Students who receive Title IV funds (Pell, SEOG, PLUS, ACG, Smart Grant, TEACH Grant and Perkins and Stafford loans) as part of their financial aid package are asked to complete a Title IV Authorization form. This authorization form will instruct Shorter University on how to apply excess Title IV funds to your student account. Excess Title IV funds are created when the total amount of Title IV funds posted to your student account exceeds charges for tuition, student fees, room and board. Your authorization will not prevent you from requesting a refund of either your excess Title IV funds or any other credit balance on your student account during your enrollment at Shorter University. If you have any questions regarding this authorization, contact the Shorter University Office of Financial Aid by telephone at 706-233-7227.

Title IV Federal Student Aid Authorization Statement

Federal regulations regarding the use of Title IV funds (Pell, SEOG, PLUS, ACG, Smart Grant, TEACH Grant and Perkins and Stafford loans) credited to a student’s account require Shorter University to apply the Title IV funds only to qualifying charges (tuition, student fees, room and board if billed by Shorter University). However, students can authorize Shorter University to apply any Title IV funds in excess of qualifying charges to other outstanding non-qualifying charges such as bookstore purchases, doctor visits, meals, insurance charges, and parking fees and fines for the current and prior award years. Student account balances are due at the beginning of the semester. In order to simplify the payment of those balances, it is recommended that students authorize Shorter University to apply any excess Title IV funds to any outstanding non-qualifying charges for the current and prior years. To enable Shorter University to apply excess Title IV funds to outstanding non-qualifying charges on your account, you must select “Yes” on the Authorization Statements below. If you select “No” or do not complete the Authorization Statements below, Title IV funds in excess of qualifying charges will be refunded directly to you. All outstanding or future charges will remain your responsibility.

AUTHORIZATION STATEMENTS

I authorize Shorter University to apply excess Title IV funds to all outstanding non-qualifying charges that have been or will be charged to my student account by the University during the current award year.

Yes No

I authorize Shorter University to apply excess Title IV funds to a maximum of \$200 in outstanding non-qualifying charges that have been charged to my student account by the University for the immediately preceding award year.

Yes No

I authorize Shorter University to allow excess funds to remain as a credit balance on my account, unless I request a refund from my account in writing.

Yes No

Your authorizations will remain in effect for the entire period that you are enrolled at Shorter University. You may, at any time, change your authorizations by resubmitting this form.

Printed Name: _____

Signature: _____ **Date:** _____

Shorter University ID Number: _____