



### TITLE IV AUTHORIZATION FORM

( Please READ and INITIAL )

**(1) PRIOR CHARGES AUTHORIZATION:**

Federal Title IV financial aid funds are generally restricted to payment of current year tuition, and fees. Students may also authorize use of these funds for prior year expenses up to \$200. To enable NPC to use your Title IV financial aid funds in this manner, please initial your choice below:

- I authorize NPC to use Federal Funds/aid for prior year charges up to \$200. OR,
- I do **not** authorize NPC to use Federal Funds/aid for prior year charges.

**(2) CREDIT BALANCE AUTHORIZATION:**

Once Federal Title IV financial aid funds are credited to your student account, those funds may exceed the charges for tuition and fees. Students may choose to leave those funds on their student account for future charges. Please initial your choice below:

- I authorize NPC Business Office to apply any credit balance that may result on my student account from application of Federal aid to be held for future charges. I understand that the credit will be applied toward future charges including those which may arise from future courses and fees. I also understand that I may make a written request that this authorization be revoked at any time. OR,
- I authorize NPC Business Office to return any credit balance on my student account from Federal aid to the Department of Education, reducing my student loan debt. OR,
- Please pay me any remaining credit balance after current charges have been applied against available funds.

**(3) CREDIT BALANCE UPON GRADUATION / WITHDRAWAL (Please Initial)**

- In the event that I withdraw or graduate with a credit balance, I authorize NPC to return any credit balance on my student account from Federal aid to the Department of Education, reducing my student loan debt.

**(4) TERMS OF TITLE IV FINANCIAL AID (Please Initial ALL)**

- I understand that in the case of untimely withdrawal, I may be required to return Title IV Financial Aid funds. National Paralegal College will recalculate my eligibility and notify me in writing within 45 days of my withdrawal. If funds need to be returned, I will contact the school to make arrangements. Failure to return Pell funds will result in notification of overpayment to the Department of Education via the National Student Load Data System (NSLDS). AND
- I understand that in order to remain eligible for Federal Student Aid money, I **must** abide by the Weekly Interaction Requirement. *Please see the Student Handbook, Section 3.3: Weekly Interaction Requirement.* If I cannot meet the interaction requirement, I will arrange to take a formal Leave of Absence (LOA). *See Student Handbook, Section 6: Academic Leave Policies.* **If I am not approved for an LOA and fail to complete the interaction requirement for fourteen (14) consecutive days, I may be immediately disqualified from Financial Aid.** If I take an LOA but do not resume attendance at the institution at, or before, the end of the LOA, NPC will treat me as a withdrawal. AND
- I understand this is a voluntary authorization. This authorization is valid from the date signed through my graduation. At any time I can cancel it by formally contacting NPC Business Office in writing. I further understand that should I cancel this authorization at any time, I will be responsible for paying any outstanding NPC debts. Note: A financial hold will be placed on a student's account for any outstanding balance that will prevent future course registration/drops or transcript releases until the account is paid in full.

**By signing this form I acknowledge I have read and understand the initialed sections above.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_