STUDENT ACCOUNT AUTHORIZATION & RETAIN STATEMENT

STUDENT NAME: __________________________ STUDENT ID: ______________________________
PARENT NAME: __________________________

Please print names and identification number clearly to ensure appropriate application of your preferences.

I/we authorize Emory & Henry to use federal Title IV funds including student Stafford and parent PLUS loans applied to my student account to pay not only for tuition, room and board charges, but also for charges resulting from other fees (if applicable) such as, but not limited to: books, parking permit or fines, library fees, library fines, student health insurance, health center charges, special class fees, late fees, study abroad expenses and graduation fee.

I/we may rescind this authorization at any time by completing a new form or notifying the Centralized Student Assistance (CSA) Office in writing. I/we understand that books may only be charged to the student account if the student has arranged additional loan funds in advance and has a credit on their account.

Please read carefully and check only one applicable box regarding credit on your student account.

☐ I/we request any credit balance from a student loan or parent PLUS loan to be retained on the student account until requested in writing. NOTE: Regardless of any authorization obtained by a school, the school must refund any remaining credit balance on federal student aid loan funds by the end of the loan period and any other remaining federal student aid program funds by the end of the last term in the award year for which they were awarded. (If a student loan exists, it will be refunded to the student if this retain statement is not checked.)

☐ I/we request any credit balance from a parent PLUS loan be refunded to the student at the student’s school address.

☐ I/we request any credit balance from a parent PLUS loan be refunded to the parent who applied for the loan and mailed to the parent at the address indicated on this form.
I/we understand that if no box is checked, Emory & Henry College will refund any excess credit balance of the student account to the student or parent depending on the source of the funds.

It is further understood that credit refunds will not be available until approximately two weeks after the Add/Drop date upon receipt of actual funds. I/we also understand the liability for payment of any charges made to the student account after any refund is issued (i.e., part time to full time status or optional fees that have been applied). If an unpaid balance remains on the student account at the end of the semester, registration for the next term will be blocked and student grades, transcripts and/or diploma will not be released until the account balance has been paid in full.

Unless otherwise specified in writing, I/we authorize the school to carry out the activities for which authorization is provided for the entire period that the student is enrolled at the school including multiple academic years. Voluntary consent to participate in electronic transactions is required for all financial information provided or mad available to student loan borrowers and for all notices and authorizations to federal student aid recipients as required under Federal Trade Commission 34 CFR 668.165 guidelines. Student and parent have the right to rescind or revise this statement in writing at any time by delivering written notice to the CSA office.

____________________________________
Student Signature  Date

____________________________________
Parent Signature**  Date

Parent’s mailing address: _______________________________

**Parent signature required for dependent students age 23 or younger. The parent signing the PLUS loan promissory note must sign this form. If a PLUS loan is not being used, either parent may sign.

RETURN COMPLETED FORM TO:

Emory & Henry College
Centralized Student Assistance Office
P.O Box 947
Emory, VA  24327-0947