

## STUDENT ACCOUNT AUTHORIZATION & RETAIN STATEMENT

Federal Regulations require the College to obtain written authorization from students(and parents in case of the Parent PLUS loan) to authorize how you would like for us to manage a credit balance created on your student account by Federal(Title IV) financial aid funds.

STUD	ENT NAME:	STUDENT ID:
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 applicab	le box regarding credit.
Studer	t Stafford Loan	
	writing. NOTE: Regardless of any author remaining credit balance on federal stud	ent loan to be <u>retained on the student account</u> until requested in rization obtained by a school, the school must refund any ent aid loan funds by the end of the loan period and any other unds by the end of the last term in the award year for which they
	I request any credit balance from a Staffo address.	ord Loan to be <u>refunded to the student</u> at the student's school
Parent	PLUS Loan	
	I request any credit balance from a Parer requested in writing. NOTE: Regardless of any remaining credit balance on federal s	nt PLUS loan to be <u>retained on the student account</u> until of any authorization obtained by a school, the school must refund student aid loan funds by the end of the loan period and any gram funds by the end of the last term in the award year for which
	I request any credit balance from a parer address.	nt PLUS loan be <u>refunded to the student</u> at the student's school
	I/we request any credit balance from a ploan and mailed to the parent.	parent PLUS loan be refunded to the parent who applied for the



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 made 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.

\*\*Parent signature required for dependent students that are borrowing a Parent PLUS loan on behalf of their student.

**RETURN COMPLETED FORM TO:** 

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