

Title IV Authorization Release Non-Institutional Charges

NAME: _____ Castleton ID# _____
Please print: Last First MI

Authorization to Apply Federal Financial Aid to Non-Institutional Charges

Federal Financial Aid can only cover “institutional charges” as defined by the U.S. Department of Education. This definition includes current year charges for tuition and fees, and on-campus room and board. It also includes other fees, such as: lab fees, workshops, university registration fees, facilities usage fees, and other specialized departmental or college fees associated directly with taking a class. *Unless authorization is received, Federal Financial Aid cannot be used to cover non-institutional charges such as: parking fines, library fines, breakage fees, returned check fees, application fees for short-term installment plans or any charges not directly tied to taking a class.*

The only way Federal Financial Aid funds can be used to pay for “non-institutional charges” is to obtain your written authorization to pay those charges. This form will allow Castleton to apply your Federal Financial Aid to your non-institutional charges.

I authorize Castleton University to apply my Federal Financial aid to any non-institutional charges on my student account.

I understand that this authorization will remain in effect until I submit a written request to cancel this authorization (See address below).

Student Signature

Date