Non-Institutional Charges Authorization Form

NAME: ________________________________________  Student ID#:____________________
Please print:                  Last                           First                                 MI

Authorization to Apply Federal/State Financial Aid to Non-Institutional Charges

Federal/State student financial aid can only cover current year “institutional charges” as defined by the U.S. Department of Education/MN Office of Higher Education. This definition includes current year charges for tuition and fees. It also includes other fees, such as: lab fees, facilities usage fees, and other specialized departmental or college fees associated directly participating in a class or activity.

The only way federal/state student 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 the NCTC Student Services (Financial Aid) Office to apply your federal/state financial aid to your non-institutional charges within the same award year.

I authorize Northland Community & Technical College to apply my federal/state student financial aid to any non-institutional charges within the same award year 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

Amount to be authorized: $_________________________ (not to exceed $200)

Description of item(s):_________________________________________

Mail to:  Northland Community& Technical College
          Student Services (Financial Aid) Office
          1101 Highway One East
          Thief River Falls, MN 56701
          FAX (218) 683-8980

Director of Finance:_________________________________________________ Date: ______________________
Dean:____________________________________________________________ Date: ______________________

Office Use Only:
Date Entered on FA0143UG screen:_______________ Initials __________

Cost Center:______________________________

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