



## Title IV Authorization Instructions

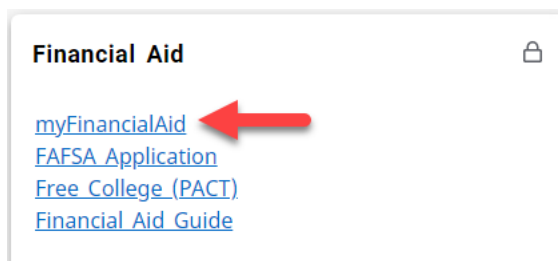
Federal rules stipulate that financial aid may only apply to tuition and fee charges unless students specifically authorize it to pay for other expenses such as books and supplies.

*If your financial aid exceeds your billed tuition and fee expenses for the semester, you may obtain a refund, either by check or via direct deposit, which you could then use to pay the other costs. You also have the option to authorize your college to apply aid to other billed charges related to your degree/certificate program, such as on-campus day care, bookstore vouchers, prior term balances (up to \$200), etc.*

Note that financial aid cannot be used for charges related to courses that are not eligible for aid (i.e., those outside your approved degree/certificate program).

### To authorize your aid to pay for charges beyond tuition and fee expenses:

1. Log into [myCTState](#).
2. Select the **myFinancialAid** link on the Financial Aid card.



(Image of Financial Aid card)

3. Review all information on the **Home** tab. There you will see details of what documentation or actions are still required for your aid application to be complete.
  - If you wish to change the Award Year, click the down arrow to select another award year on the top right of the page.
4. Click on any Unsatisfied Requirements for more information. Some requirements will redirect you to a link to complete the requirement. Click on the down arrow to expand or view additional instructions and messages for that requirement.

*For example, click on the **Title IV Authorization for Prior Year Charges up to \$200** and you will be redirected to the page to complete the authorization. Click the arrow to view more*

information about the voluntary requirement. (Financial Aid Home tab)

The screenshot shows the myCTState Financial Aid portal. At the top, there is a blue header with the myCTState logo and a user profile icon. Below the header, the page title is "Financial Aid" with an "Award Year: 2023-2024 Award Y..." dropdown menu. A navigation bar includes links for Home, Award Offer, Financial Aid History, Resources, Notifications, Satisfactory Academic Progress, and College Financial. The main content area is titled "Student Requirements" and "Unsatisfied Requirements". A requirement card is displayed with a warning icon, the text "Title IV Authorization for Prior Year Charges up to \$200", and "Last update: 02/09/2023". To the right of the card is a yellow button labeled "REQUIREMENT OUTSTANDING" and an upward-pointing arrow. Below the card, there is explanatory text: "Click the above link to allow CT State to apply Title IV financial aid funds to previous award year charges up to \$200 on your student account. The authorization is voluntary and will remain in effect while you are a student at CT State. It may be rescinded or changed at any time by clicking the above link. If you choose not to complete the authorization, it will remain in your unsatisfied requirements, but will not prevent disbursement of financial aid." Two red arrows point to the requirement title and the "REQUIREMENT OUTSTANDING" button.

5. After clicking the **Title IV Authorization for Prior Year Charges up to \$200** or **Title IV Authorization for Non-Institutional Charges** requirement, you select Authorize for each Option and click Confirm at the bottom.



## Title IV Authorization

### Background

Federal regulations regarding the use of Title IV financial aid funds awarded to students provide that an institution may directly credit Title IV awards to a student's account at the institution to satisfy current charges for tuition and fees. Additionally, students may authorize the college to apply any excess funds to satisfy other outstanding charges beyond tuition and fees (such as bookstore, daycare, etc.) for the current and prior award years, or to hold excess balances for future charges.

Connecticut State Community College policy requires students to pay or make payment arrangements in accordance with tuition and fee due dates as established by the college. In many instances, balances due for students receiving financial aid have been deferred based on the anticipated aid, however those balances become due and payable to the college immediately upon the disbursement of financial aid awards. In order to simplify and expedite the payment of outstanding balances to the college, it is recommended that students authorize the college to directly apply Title IV and other financial aid funds to other outstanding charges which the student owes the college for the current or prior years.

### Authorization

I hereby authorize / do not authorize the College to apply or hold the proceeds of financial aid awards made to me, including Federal Title IV aid (Pell, SEOG, Perkins loan, Stafford loan, Parent PLUS loan), as well as any state, institutional or other grant or loan financial aid, as follows. This authorization shall remain in effect for the entire period during which I am enrolled at the institution, except that any of the following authorizations may be changed at any time by my completing and submitting a new form to the college Business Office.

	Current Status	Option
I authorize the college to apply financial aid proceeds to all current charges in addition to tuition and fees, that are incurred for educationally related activities, including supplies, daycare, miscellaneous fees, charges and fines, emergency loans and other expenses.	<input type="text" value="R"/>	Select... ▼
I authorize the college to apply financial aid proceeds to similar prior award year charges up to \$200 that remain outstanding.	<input type="text" value="R"/>	Select... ▼

**By clicking "Confirm" below, you authorize us to act on transaction instructions and you agree this authorization has the same effect as your written signature.**

6. Log out of [myCTState](#) when you are finished.

Contact your home campus Financial Aid Office if you have additional questions. Please see the campus contact list under Additional Resources on the [CT State Financial Aid website](#).