Title IV Authorization Instructions

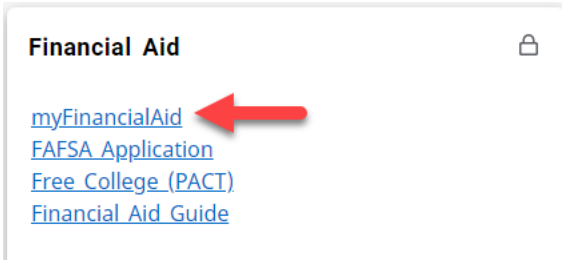
Federal rules stipulate that financial aid may only apply to tuition and fee charges unless students specifically authorize it to pay for other expenses such as books and supplies.

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.

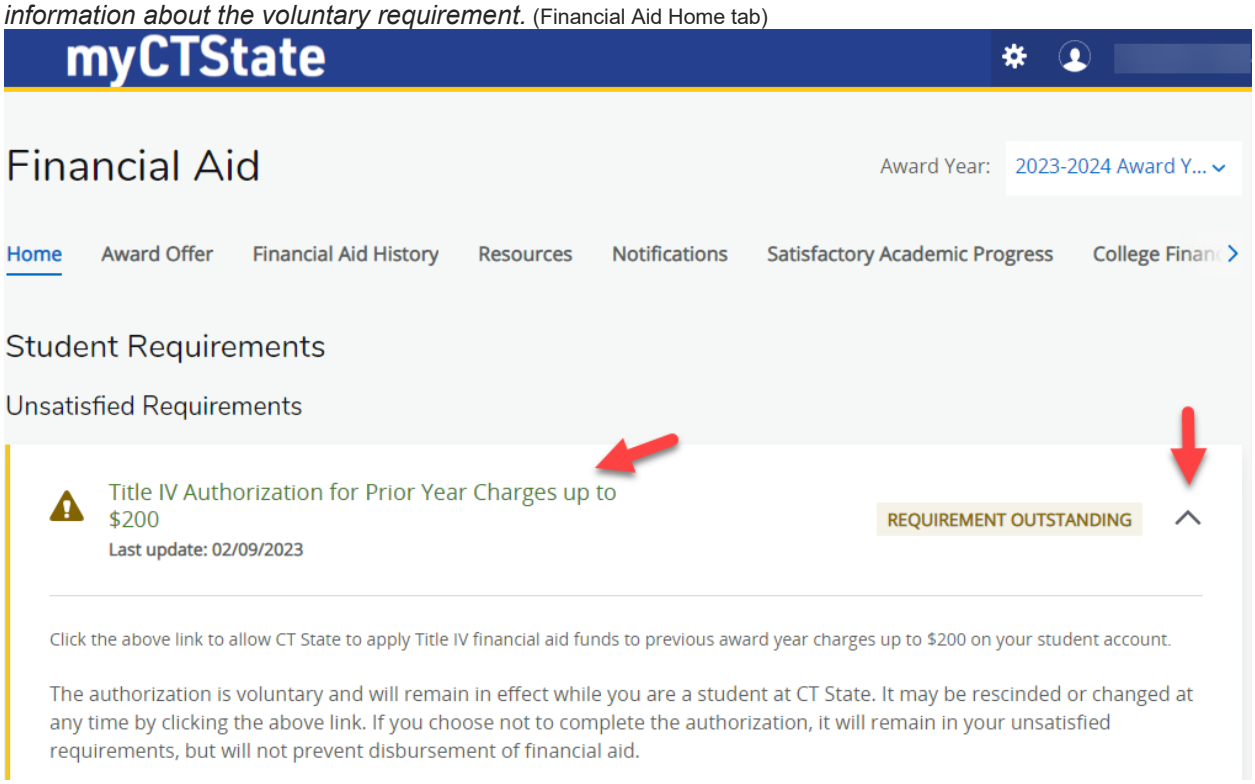


(Image of Financial Aid card)

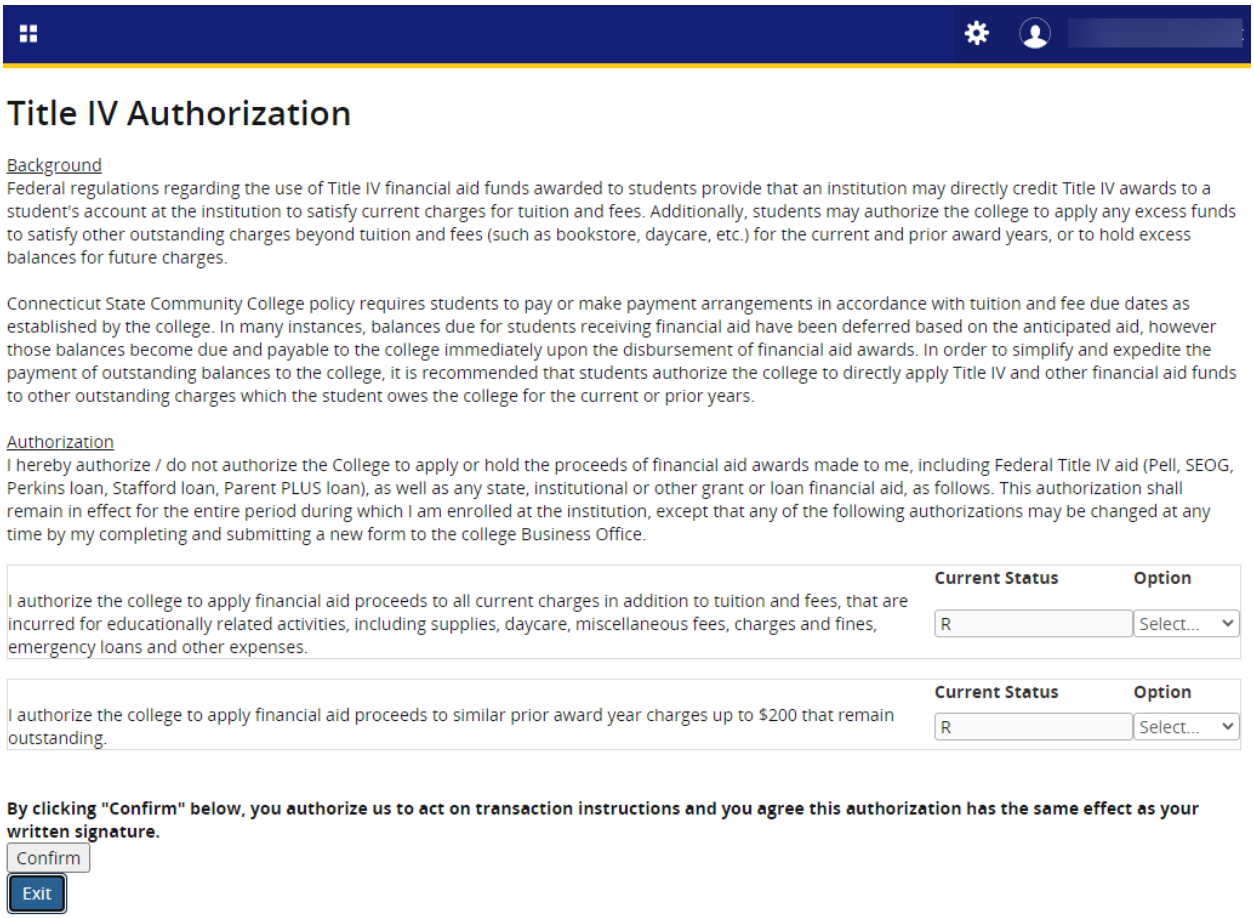
3. Review all information on the **Home** tab. There you will see details of what documentation or actions are still required for your aid application to be complete.
    - If you wish to change the Award Year, click the down arrow to select another award year on the top right of the page.
4. Click on 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)



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.



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.