



TITLE IV  
Authorization to Release Non-Institutional  
Charges and Prior Year Charges Form

Name: \_\_\_\_\_ RWU  
ID# \_\_\_\_\_  
Please Last First Middle Initial  
Print:

The Department of Education requires all institutions to follow certain guidelines if a student’s Title IV funds create a credit on the student’s Bursar account. Title IV funds include Federal Parents PLUS Loans, Federal Stafford Loans, Federal Pell Grant, Federal Perkins Loan, Federal Supplemental Education Opportunity Grant, Federal SMART Grant, Federal Academic Competitiveness Grant and Federal Teach Grant. When a school applies Title IV funds to a student’s account and determines that the amount of funds exceeds the charges for that term, the school must pay the credit balance directly to the student (parent if PLUS Loan) if Title IV funds create the credit.

**Authorization to Apply Federal Financial Aid to Non-Institutional Charges**

Federal student 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. *Unless authorization is received, federal financial aid cannot be used to cover non-institutional charges such as: health fees, bookstore charges, library fines, parking fines, damage fees, returned check fees, mail box fees, lost keys fees, judicial fines or any other charges not directly tied to taking a class.*

**The only way federal 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 us to apply your federal financial aid to your non-institutional charges.**

**Authorization to Apply Federal Financial Aid to Prior Year Charges**

Federal student financial aid can only cover the “current” academic year institutional charges as defined by the U.S. Department of Education. Therefore, in order to pay “prior year” charges with your current academic year’s financial aid up to a maximum of \$200.00, you must provide written authorization for the University to do so. If you have enough financial aid to cover your current year charges and have excess financial aid that you would like to apply to pay off a prior year balance due on your student account, you may do so by completing this authorization form and returning it to the Bursar’s Office.

I understand that this authorization will remain in effect throughout my Roger Williams University School of Law student career until such time as I submit a written request to cancel this authorization (see address below).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deliver by mail or in person to:  
Roger Williams University School of Law  
Office of Student Finance and Records  
Ten Metacom Avenue  
Bristol, RI 02809-5171

Deliver by e-mail to: studentfinancerecords@law.rwu.edu  
Deliver by fax to: (401) 254-4690