



STUDENT ACCOUNT AUTHORIZATION & RETAIN STATEMENT

Federal Regulations require the College to obtain written authorization from students (and parents in case of the Parent PLUS loan) to authorize how you would like for us to manage a credit balance created on your student account by Federal (Title IV) financial aid funds.

STUDENT NAME: _____ STUDENT ID: _____

I/we authorize Emory & Henry to use federal Title IV funds including student Stafford and parent PLUS loans applied to my student account to pay not only for tuition, room and board charges, but also for charges resulting from other fees (if applicable) such as, but not limited to: books, parking permit or fines, library fees, library fines, student health insurance, health center charges, special class fees, late fees, study abroad expenses and graduation fee.

I/we may rescind this authorization at any time by completing a new form or notifying the Centralized Student Assistance (CSA) Office in writing. I/we understand that books may only be charged to the student account if the student has arranged additional loan funds in advance and has a credit on their account.

Please read carefully and check only one applicable box regarding credit.

Student Stafford Loan

- I request any credit balance from a student loan to be retained on the student account until requested in writing. NOTE: Regardless of any authorization obtained by a school, the school must refund any remaining credit balance on federal student aid loan funds by the end of the loan period and any other remaining federal student aid program funds by the end of the last term in the award year for which they were awarded.
- I request any credit balance from a Stafford Loan to be refunded to the student at the student's school address.

Parent PLUS Loan

- I request any credit balance from a Parent PLUS loan to be retained on the student account until requested in writing. NOTE: Regardless of any authorization obtained by a school, the school must refund any remaining credit balance on federal student aid loan funds by the end of the loan period and any other remaining federal student aid program funds by the end of the last term in the award year for which they were awarded.
- I request any credit balance from a parent PLUS loan be refunded to the student at the student's school address.
- I/we request any credit balance from a parent PLUS loan be refunded to the parent who applied for the loan and mailed to the parent.

