Howard University, in compliance with federal regulations, must obtain written authorization from the student to apply Title IV funds* for payment of charges other than institutional charges (tuition and fees) on a student’s account and to use these funds in payment of prior year non-institutional charges**. You must indicate your choice to one or both the items below.

### Step 1: Authorization to Apply Federal Financial Aid to Non-Institutional Charges
Complete this section if you wish to CHANGE your response to authorizing current year non-institutional charges.

- [ ] I authorize Howard University to apply my federal student financial aid to non-institutional charges on my student account.
- [ ] I do not authorize Howard University to apply my Title IV funds to pay non-institutional charges.

*If you choose this option, you may receive a refund disbursement but still owe money to Howard University. Outstanding balances are subject to late fees and may prevent you from registering, receiving grades, certifications, or transcripts.*

### Step 2: Prior Year Charges Authorization
Complete this section if you wish to CHANGE your response to authorizing prior year non-Institutional charges.

- [ ] I authorize Howard University to apply any Title IV funds to pay up to $200.00 of prior year non-institutional charges within the limits as allowed by federal regulations. *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 balance due on your student account, please check that you authorize.*
- [ ] I do not authorize Howard University to apply my Title IV funds to pay prior aid year charges.

*If you choose this option you are responsible for all previous account balances, which may prevent future registration.*

### Step 3: Certification
I certify that I fully understand the charges that my Title IV funds will be used to pay. Signing for someone else is fraud, whether they give you permission or not.

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*Title IV Aid includes Federal Pell and SEOG grants, Federal Direct loans, and Parent and Graduate Federal Direct PLUS Loans.*

**Non-institutional charges include library fines, trip fees, bookstore charges, and other miscellaneous charges as required.*

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- [ ] Approved  - [ ] Denied  - [ ] Pending  

FAA Initials:  Date: