Federal Student Aid Disbursement Authorization

Manchester University is required to collect student (or parent borrower) authorization prior to utilizing a student account credit balance created by the disbursement of federal funds on the student account to pay for non tuition/fees, room/board charges.

Federal funds include, but are not limited to, monies disbursed through the following programs:

**Federal Loan Programs**
- Federal Direct Loan
- Federal Perkins Loan
- Federal Parent Loan – parent borrower authorization required

**Federal Gift Aid Programs**
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal ACG Grant
- Federal SMART Grant

*The Statement of Fines and Additional Charges*

Manchester University maintains a Statement of Fines and Additional Charges. This account manages additional charges a student may incur for the following:
- Parking Tickets
- Library Fines
- Residence Hall Fines
- Health Service Charges

The above items are not considered allowable charges when utilizing federal student aid funds and therefore require authorization to utilize a credit balance available on your student statement of tuition/fees, room/board. *Please place a check mark (✓) beside those charges in which you are providing authorization.*

I (student) authorize Manchester University to apply the credit balance from the student account (tuition/fees, room/board) to the Statement of Fines and Additional Charges. I understand that this authorization is active for my entire period of enrollment. I can modify and/or cancel authorization at any time. Written notification to Student Financial Services is required to modify and/or cancel the disbursement authorization.

**Student Name (please print):** _____________________________ **Student ID:** ______

**Student Signature:** _____________________________ **Date:** _____________

I (parent borrower) authorize Manchester University to apply the credit balance from the student account (tuition/fees, room/board) to the Statement of Fines and Additional Charges. I understand that this authorization is active for the student’s entire period of enrollment. I can modify and/or cancel authorization at any time. Written notification to Student Financial Services is required to modify and/or cancel the disbursement authorization.

**Parent Name (please print):** _____________________________

**Parent Signature:** _____________________________ **Date:** _____________