2025-2026 Title IV Authorization Form

MUST USE BLACK OR BLUE INK – WORKSHEETS COMPLETED IN PENCIL WILL NOT BE ACCEPTED*

Student's Name: _____ Student ID#: _____

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, fees, and on-campus room and board. ***Unless authorization is received, federal financial aid (Title IV) funds cannot be used to cover non-institutional charges such as: housing damages, bookstore charges, parking permits, parking fines, library fines, returned check fees, health center charges, late fees or any charges not directly tied to taking a class.***

I authorize Hutchinson Community College to apply any excess Title IV (Pell, SEOG, Direct and PLUS Loans) funding to any non-institutional charges on my student account. I understand that my decision is voluntary and this authorization will remain in effect until I submit a written request to cancel this authorization.

☐ Yes, I authorize ☐ No, I do not authorize

Student's Signature: _____ Date: _____

Authorization to Apply Federal Financial Aid to Prior-Year Charges

Federal student financial aid can only cover institutional charges of the current academic year 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, you must provide written authorization. If you have enough financial aid to cover your current year charges you may authorize the university to apply up to $200 per academic year to a prior year's balance.***

I authorize Hutchinson Community College to apply any excess Title IV (Pell, SEOG, Direct and PLUS Loans) funding to any prior year charges (up to $200) on my student account. I understand that my decision is voluntary and this authorization will remain in effect until I submit a written request to cancel this authorization.

☐ Yes, I authorize ☐ No, I do not authorize

Student's Signature: _____ Date: _____

Office Use Only: Prior Year Charges Date Received: _____ Initials: _____

Return To: Hutchinson Community College, Financial Aid Office, 1300 N Plum, Hutchinson, KS 67501
Phone: 620.665.3568 or 1.888.GOHUTCH Fax: 620.728.8149 E-mail: finaid@hutchcc.edu
(Please return electronic files in PDF format)

Revised: 05/2025