



# Financial Aid Disbursement Authorization

Contact: Alexis Levenson, Cashier's Office  
(828) 251-6609 or studentaccounts@unca.edu

Student Name: \_\_\_\_\_,  
Last First

Student ID: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*This form must be completed prior to receiving your student financial aid refund check\***

## 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: parking fines, library fines, Student Health Insurance, returned check fees or any 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 the Cashier's Office to apply your federal financial aid to your non-institutional charges.*

**I authorize UNC Asheville to apply my federal student financial aid to any non-institutional charges on my student account. I understand that this authorization will remain in effect until I submit a written request to cancel this authorization.**

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

## 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 Cashier's Office.

**I authorize UNC Asheville to apply my federal student financial aid to pay off my prior year charges (up to \$200). I understand that this authorization will remain in effect throughout my UNC Asheville student career until such time as I submit a written request to cancel this authorization.**

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

## Affect of Enrollment Status on Financial Aid

Financial aid is disbursed based on full time enrollment (12 or more credit hours). If you have received financial aid and are not enrolled full time, your aid will be reviewed and possibly adjusted after drop/add. If you are planning on dropping classes and/or being enrolled part time (less than 12 hours) please do not cash or spend your financial aid refund and contact the Financial Aid Office to have your financial aid award reviewed based on your anticipated part time enrollment status.

If your financial aid is reduced, immediate repayment will be required to avoid appropriate collection actions. Those actions may include cancellation of classes, NC Attorney General's Office collection efforts, or referring your account to an outside collection agency. (If this occurs the student will be liable for all charges and other costs including, but not limited to, attorney fees that are allowed by the federal laws, state laws, and regulations that are necessary for the collection of these amounts.)

**I have read the above information and understand that my financial aid could be adjusted based upon the conditions listed in this document and I may owe a portion or all of my refund back to UNC Asheville and possibly the original cost of tuition and fees.**

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

Office Use Only:

Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_