

# BARTON

COMMUNITY COLLEGE

## 2013-2014 Authorization Form

Federal law states that Barton Community College must obtain authorization from the student prior to performing the following activities:

- You have the right to use Federal Financial Aid funds to pay for non-allowable charges, such as, but not limited to: lab fees, parking fees, and book charges. (Allowable charges for tuition and fees, books and supplies and contracted on-campus student housing will automatically be paid with your Federal Financial Aid funds.)
- You have the right to apply Federal Financial Aid funds to prior year charges, not to exceed \$200.
- You also have the right to request that Barton hold your Federal Financial Aid funds for future term charges.

In order for Barton to perform any of these activities, you must complete the following three items:

1. Allowable Charges

**I authorize** Barton to use my Federal Financial Aid funds to cover all fees and charges debited to my student account.

**I limit** Barton to use my Federal Financial Aid funds to cover only institutional charges of tuition, general fees, books and student housing.

2. Prior Year Charges

**I authorize** Barton to use my Federal Financial Aid funds to cover prior year charges, not to exceed \$200.

**I do not authorize** Barton to use my Federal Financial Aid funds to cover prior year charges.

3. Holding a Credit Balance for Future Term

**I authorize** Barton to hold my funds on account for future term charges (You will not receive a refund if your financial aid exceeds your account balance. Instead, the credit will be held on your account to cover future charges. If after the first payout of the following semester the funds are not needed to cover additional charges, they will then be released to you as a refund.)

**I do not authorize** Barton to hold my funds on account for future term charges. (You will receive a refund if your financial aid exceeds your account balance.)

My signature on this form indicates that I have read and understand the information. Your authorization or instruction to limit payment will remain in effect until written notice of change is given to the Financial Aid Office. You have the right to rescind or modify at any time. If you wish to do so, contact the Financial Aid Office at 620-792-9315.

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

Print Name: \_\_\_\_\_ ID/SSN: \_\_\_\_\_

**Non-Discrimination Notice:** To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-105, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.