

Return form to: University at Buffalo  
 Student Accounts at 1Capen  
 Capen Hall  
 Buffalo, NY 14260  
 Phone: 716-645-1800 Fax: 716-645-7771  
 Email: [UBstudentaccounts@buffalo.edu](mailto:UBstudentaccounts@buffalo.edu)

UB Person Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

UB Email Address: \_\_\_\_\_

The Department of Education has implemented federal regulations that authorize this University to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid package from the University and include Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Perkins Loan, Federal Direct Loan Program (Stafford Subsidized and Stafford Unsubsidized, Parent PLUS Loan, Graduate PLUS Loan), Federal TEACH Grant, Federal Work Study Program (wages are paid directly to students). Federal regulations require that the University apply your Title IV financial aid funds to the following 'allowable charges': tuition, mandatory fees, housing and board. The University also allows many departments to assess charges to your student account in order to consolidate billing. Some of these non-allowable charges may include medical insurance, late fees and other miscellaneous charges. Federal regulations require the University to obtain your authorization to apply your Title IV financial aid to all charges appearing on your student account.

Your permission to authorize financial aid to pay for these charges will expedite the settlement of your student account. If authorization is not received prior to the settlement due date, the Title IV financial aid funds will not be applied to all charges. This may result in an outstanding balance on your student account and cause late fees to be assessed. You are not required to give authorization but if you do, you may rescind the authorization at any time (in person at 1Capen during normal business hours or by submitting a Financial Aid Title IV Permission Change Request). Once the authorization is signed the Secretary of Education considers the initial authorization to continue to be valid for future years. However, the University must notify the student/parent in subsequent years before applying the Title IV financial aid to the student's account.

**\*\*NOTE - Your initial choice can be made online in the HUB Student Center under the Finances section\*\***

If you decide that you **DO** or **DO NOT** want Title IV funds to pay non-allowable charges (medical insurance, late fees, etc.) that are applied to your student account, please consider the following scenarios:

Student Account Activity	Scenario 1 ("YES" Permission) UB will use your Title IV funds for non-allowable charges	Scenario 2 ("NO" Permission) UB will <i>not</i> use your Title IV funds for non-allowable charges
Tuition & Fees (allowable charges)	\$3,500.00	\$3,500.00
Late Fee (non-allowable charge)	\$ 50.00	\$ 50.00
<b>Total Student Account Balance</b>	<b>\$3,550.00</b>	<b>\$3,550.00</b>
Posted Title IV Financial Aid	(\$5,000.00)	(\$5,000.00)
Refund to Student	\$1,450.00	\$1,500.00
<b>Remaining Student Account Balance</b>	<b>\$ 0.00</b>	<b>\$ 50.00</b>

**PLEASE CHECK THE APPROPRIATE BOX BELOW:**

- "YES". I **DO** want the University at Buffalo to pay non-allowable/miscellaneous charges with my Title IV funds. I authorize the university to retain in my account any excess Title IV financial aid funds and apply them toward any charges that may appear on my account for the academic year.
- "NO". I **DO NOT** want the University at Buffalo to pay non-allowable/miscellaneous charges with my Title IV funds. I understand that I may have an account balance that I am responsible for paying.

I understand that the change requested above will be effective upon receipt and processing of this request. This request will not affect prior activity on my student account.

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

Date: \_\_\_\_\_