



**TITLE IV Authorization to Release Non-Institutional Charges and Prior Year Charges Form**

Name: [ ] Pacific ID# [ ]  
Please print: Last First MI

**Authorization to Apply Federal Financial Aid to Non-Institutional Charges**

Federal student financial aid may be used to cover "institutional charges" as defined by the U.S. Department of Education. This definition includes current year charges for tuition and on-campus room and board. It also includes other fees such as: university registration fees, required and other specialized fees associated directly with taking a class. *Unless authorization is received, federal financial aid cannot be used to cover non-institutional charges such as: health insurance, bookstore charges, library fines, student locker fees, parking fees, card replacement fees, returned check fees or any charges not directly related 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 Business Office to apply your federal financial aid to your non institutional charges.**

**I authorize University of the Pacific, McGeorge School of Law 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 the Business office to cancel. I understand that I will be responsible for paying any outstanding debts to the University of the Pacific if I cancel this authorization.**

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

**Authorization to Apply Federal Financial Aid to Prior-Year Charges**

Federal student financial aid may be used to 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 up to \$200, you may do so by completing this authorization form and returning it to the Business Office.

**I authorize University of the Pacific, McGeorge School of Law to apply my student financial aid to pay off my prior year charges within the limits as defined by federal regulations up to \$200.**

**I understand that this authorization will remain in effect throughout my Pacific student career until such time as I submit a written request to cancel this authorization.**

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

**Deliver by mail to: McGeorge School of Law  
Business Services Office  
3200 Fifth Avenue  
Sacramento, CA 95817**

**Deliver in person to: Business Services office  
Administration Bldg  
Deliver by fax to: (916) 739-7134**