



Office of Student Financial Aid • 901 S Haverhill Road • El Dorado, KS 67042

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Fax: 316.322.3316 or Wichita Metro 733.3316

Email: finaidmail@butlercc.edu

Web Site: www.butlercc.edu/fin_aid/index.cfm

Butler Student
ID Number:

T4AUTH

Student Last Name

First Name

M.I.

Example: @001111111 or Z00011111

Authorization to Apply Title IV Funds to Other Charges

Authorization to Apply Federal Financial Aid to Other-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. It also includes lab fees and any other fees associated directly with taking a class. *Federal financial aid cannot be used to cover charges, if applicable, such as: books (current and prior semesters), library or scholarship books, Butler EduCare charges, parking fines, library fines, breakage fees, returned check fees, deferred contract fees, student college health services, tuition from prior semester, or any other charges due to the college not directly tied to taking a class.*

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, up to a maximum of \$200, with your current academic year's financial aid, you must provide written authorization for Butler to do so. Therefore, 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 the Butler Office of Student Financial Aid.

By signing this form, you are allowing the Butler Accounts Receivable to apply your federal financial aid to your other-institutional charges and/or to pay "prior year" charges.

I authorize Butler to apply my federal student financial aid to any other-institutional charges on my student account.

You may rescind your authorization at any time by sending a written cancellation request to the Butler Office of Student Financial Aid.

Student Signature

Date