



Non-Institutional/Prior Term Charges Authorization Form

Itasca Community College
Student Services Office – 107 Backes Student Center
1851 East Highway 169
Grand Rapids, MN 55744
1-800-996-6422 or 218-322-2320
Fax 218-322-2325

NAME: _____ Student Tech ID #/STAR ID _____
Please print: Last First MI

Authorization to Apply Federal/State Financial Aid to Non-Institutional and/or Prior Term Charges Within the Same Award Year

Federal/State student financial aid can only cover current year “institutional charges” as defined by the U.S. Department of Education/MN Office of Higher Education. This definition includes current year charges for tuition and fees, and on-campus room and board. It also includes other fees, such as: lab fees, facilities usage fees, and other specialized departmental or college fees associated directly with taking a class. *Unless authorization is received, federal/state financial aid cannot be used to cover prior term charges within the same award year and non-institutional charges such as: parking fines, library fines, breakage/damage fees, YMCA charges, athletic clothing/uniform charges, emergency loans, returned check fees, application fees for payment plans, or any charges not directly tied to taking a class.*

The only way federal/state/institutional student aid funds can be used to pay for “non-institutional charges” and other prior term charges within the same award year is to obtain your written authorization to pay those charges.

This form will allow the ICC Student Services (Financial Aid) Office to apply your federal/state/institutional financial aid to your non-institutional and prior term charges within the same award year.

I authorize Itasca Community College to apply my federal/state/institutional student financial aid to any non-institutional charges and/or prior term charges within the same award year on my student account. I understand that this authorization will remain in effect until I submit a written request to cancel this authorization (See address below).

Student Signature

Date

Mail to: Itasca Community College
Student Services (Financial Aid) Office
Backes Student Center 107
1851 E. Hwy 169
Grand Rapids, MN 55744
FAX – (218) 322-2325

Office Use Only:

Date Entered on FA0143UG screen: _____ Initials _____