

**Colgate University Office of Student Accounts**  
**Authorization to Apply Federal Funds to Non-standard or Prior-term**  
**Student Account Charges (Parent)**

---

Parents utilizing Title IV federal funds (Federal PLUS Loan) should consider completing this form.

---

Colgate is able to use Title IV Federal Student Aid funds to pay only current-year, standard billed charges such as tuition and fees, room and meals, and other current charges for educationally related activities. Additionally, federal regulations require a refund of any student account credit balance created by Title IV funds within 14 days.

If a student's account includes non-standard charges—such as fines or extra fees—or a prior-year balance (exceeding \$200), we must have your permission to use your federal student aid funds to cover these expenses. **Without this permission, you may receive a refund of financial aid funds even while a balance due remains on the student account.** (Required federal refunds are issued within two weeks of the conclusion of course drop/add.)

To authorize Colgate to use federal aid to pay any non-standard charges or a prior-year balance, or maintain a credit balance of federal funds for anticipated future charges, please check the appropriate box(es) below. The following authorization is for the current year, as well as future academic years. You may update or rescind this authorization at any time by contacting our office. We encourage you to keep a copy of this form with your Colgate financial aid records.

- I authorize Colgate to pay non-standard charges from my Federal Direct PLUS loan.
  
- I authorize Colgate to pay prior-year charges from my Federal Direct PLUS loan.
  
- I authorize Colgate to hold any excess credit balance, created as a result of receiving Title IV funds, on my student's account. (You still may request a refund of a credit balance at any time.)

If/when a refund from your student account is desired, the fastest and most secure way to receive it is by electronic fund transfer through TouchNet (the student account system). Please log-in to TouchNet and ensure that your saved payment method (your bank account information) is set-up as a "refund account".

---

Parent Name (please type or print)

Parent Signature (in pen)

Date

---

Student Name (please type or print)

Student Colgate ID Number (9 digits)

Please submit this form, and direct any questions, to:  
Colgate University, Office of Student Accounts, James B. Colgate Hall  
13 Oak Drive, Hamilton, NY 13346  
Phone: 315-228-4817 • Fax: 315-228-7989 • E-mail: [stuaccounts@colgate.edu](mailto:stuaccounts@colgate.edu)