



**EMMANUEL  
COLLEGE**

**Office of Student Financial Services**

## **Title IV Credit Balance Authorization Form**

Federal aid funds under the Title IV program include the Federal Direct Loan, Federal PLUS loan, and the Federal Pell Grant. Title IV financial aid is used to pay tuition, mandatory fees, and on-campus room and board (if applicable). A Title IV credit is the difference between the allowable tuition and fees and the total federal aid that is received for the award period (term) in question. If the difference results in a credit then it is considered a Title IV credit.

Federal law states that Title IV credits must be refunded to the student within 14 days of crediting the funds to the student account, unless the student authorizes Emmanuel College to hold those funds on the student account to pay for other charges (e.g. parking, student health insurance, etc), or to hold funds on the student account to pay for future charges.

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**By signing below, I authorize Emmanuel College to hold and/or apply excess Federal Title IV federal aid funds to all charges on my student account for current and future semesters. I understand that I will not receive a refund for any credit balance for which I may be due unless I specifically submit a written request for the refund to the Office of Student Financial Services.**

**I understand that this authorization is voluntary and will remain valid until the completion of my program at Emmanuel College unless I rescind it. I further acknowledge that I may rescind this decision at any time by submitting a written request to the Office of Student Financial Services**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Emmanuel ID # (7 digits)

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

\_\_\_\_\_  
Date

**Please sign and return this form to the Office of Student Financial Services, Eisner Administration Building, Room 341, via email at [financialservices@emmanuel.edu](mailto:financialservices@emmanuel.edu), or by fax to 617-735-9939**