

**QUEENS UNIVERSITY of CHARLOTTE  
FEDERAL STUDENT FINANCIAL AID CASH MANAGEMENT AUTHORIZATION**

Legislation/guidelines allow for Federal Title IV student assistance funds (Stafford Loans, Perkins Loans, PLUS (Parent) Loans, Pell Grants, and Supplemental Grants) to automatically be credited ONLY toward tuition and fees plus on-campus room and board charges. The guidelines additionally allow students to authorize Queens University of Charlotte to credit Federal Title IV funds toward other student account charges, including discretionary charges such as health insurance, bookstore charges, parking permits, fines, etc.

Please review the authorization which follows and indicates your choice/response, complete/sign the form where indicated and return it to Student Financial Services at the address shown below. (Once an authorization is given, it will remain in effect for all periods of enrollment at Queens University of Charlotte, but it can be revised/rescinded at any time by giving written notice to the SFS.)

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**Authorization: Application of Title IV Funds to Discretionary Charges**

(NOTE: Students who DO NOT authorize Federal Title IV funds to be applied toward their discretionary expenses **must pay ALL** discretionary expenses as they are incurred.) Additionally, those students will not be financially cleared to attend classes until all expenses are actually paid in full or until acceptable payment arrangements have been made with the business office.

YES  I authorize the crediting of all Federal Title IV funds to my student account for both direct and discretionary charges. These charges include, but are not limited to direct costs (tuition, fees, on-campus room and board charges) and discretionary charges (health insurance, bookstore charges, parking permits, fines, etc.) Title IV funds received for one academic year cannot be used for a prior academic year's charges.

NO  I do not authorize the crediting of Federal Title IV funds to my student account for discretionary charges.

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\_\_\_\_\_  
Student's Name – First, Middle and Last (Printed)

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Student's Signature (No printed signature)

\_\_\_\_\_  
Date

**SEND COMPLETED FORM TO:**

Office of Student Financial Services  
Queens University of Charlotte  
1900 Selwyn Avenue  
Charlotte, NC 28274

-or-

E-Sign (no printed signatures) and Email to:  
[sfs@queens.edu](mailto:sfs@queens.edu)