

Rogue Community College

Non-Institutional Charge Authorization Against Excess Financial Aid

Student Name _____ Student ID _____ - _____

Term _____ Social Security Number: _____ - _____ - _____

Student financial aid is paid to student accounts, generally several days prior to a term, or after it is awarded, whichever comes later. Financial aid awards that are posted to your account are eligible for use first toward institutional charges (RCC tuition and standard fees) and secondly, in the case of an excess aid balance through the middle of the second week of the term, toward authorized non-institutional charges (educational expenses charged through your student account that are in addition to tuition and standard fees). Aid that has been awarded but not yet posted to your student account is not eligible toward non-institutional charges. Since Rogue Community College begins issuing refund checks for excess financial aid starting the 14th day of the term, non-institutional charging is possible only through the second week of the term. If, for any reason, your financial aid is adjusted or cancelled after this non-institutional charge is processed, your full account balance is your responsibility, due and payable within 30 days so as to avoid assignment to collections and up to 28% in additional penalties and fees.

In order to allow your excess financial aid to be used toward non-institutional charges, your account must reflect an excess aid balance (all institutional charges paid, with funding left over) at the time of application (non-institutional charges must not jeopardize enrollment), and you must specifically authorize the charge by completing this form.

I hereby request and authorize that my excess term financial aid be made available for use toward the following non-institutional charge(s):

Description _____	Requested Amount \$ _____
Description _____	Requested Amount \$ _____
Description _____	Requested Amount \$ _____
Total Requested Amount \$ _____	

Signed, _____ Dated ____/____/____

Submit this completed form to Rogue Central Services for Students. Allow 2 business days for processing.

***** B&F Office Use Only *****

Current Date _____/_____/_____
 Term Aid \$ _____ (posted to account)
 Term Charges -\$ _____ (institutional + previously authorized non-institutional)
 Excess Aid Balance \$ _____

- Approved for full Total Requested Amount.
- Approved for partial requested amount of \$ _____ (maximum of Excess Aid Balance).
- Denied (no current Excess Aid Balance or Refund Check already issued).

Rogue Central Procedures for Non-Institutional Charge Authorization Form

1. Verify that the applicant has a financial aid award for the term indicated. (If not, no need to accept form. If the form is submitted after the second Wednesday of the term, explain to student that we cannot process their request as a refund check for any excess balance is scheduled to be issued as of the 14th day of the term.)
2. Scan into the Student – Student Services folder of AX with the student’s SSN, document type set to “FA – Incoming Misc.” and notes set to “Charge Authorization.”
3. Email the scanned document to Linda Morser (lmorser@roquecc.edu). To email a scanned document, select “document”, “mail document pages”, and select the page range. When outlook launches a new message with the document attached enter the appropriate email address.
4. Let the student know that processing is estimated to be 1-2 business days. Shred the original.

Office of Budget & Finance Procedures for Non-Institutional Charge Authorization Form

1. The Accounts Receivable Specialist (ARS) will complete the B&F Office Use Only section within 2 business days of receipt of email to determine if student’s charge authorization is approved or denied.
2. In the case of approval, the ARS will process the manual apply on the student account.
3. The ARS will notify the student of the outcome.