

This form is to be used when a student is asking for current term excess financial aid to cover a prior term balance, when the prior term balance is in the previous academic year. **Example:** asking for excess summer aid to cover a spring term balance that hasn't gone to collections yet.

Name _____ RCC ID _____

Phone Number _____

1. Prior-year charges from: Term _____ Year _____
2. Tuition/Fee Balance for prior year* \$ _____ ***NOTE: \$200 MAXIMUM**
3. Next enrollment term: _____ (Term) _____ (Year)
4. Number of anticipated credits (make sure FA matches): _____
5. Is Financial Aid awarded for the next term for which you wish to register? ___ Yes ___ No
(If "no", your request cannot be processed at this time.)
6. How much of next term's excess financial aid (after institutional charges are paid) do you wish to apply towards your prior-year tuition/fee balance? \$ _____ (Amount not to exceed \$200 if from prior academic year.)
7. I acknowledge the balance I wish to apply future excess aid to is \$200 or less and not in collections. My entire past due balance, minus the balance of \$200 or less, has been paid in full. I understand aid cannot be applied to late fees/penalties and any late fees/penalties must be paid in full prior to this form being submitted. ___ Yes

Student Certification: *I hereby request Rogue Community College use the above information to process a payment of my balance and authorize the release of my financial aid award for the amount indicated. Should my financial aid award be adjusted after it has been applied to charges for any reason, I understand I may still have a balance due. I understand my financial aid award may be used to pay tuition, fees and other authorized non-institutional charges reflected on my student account. I further understand I will be required to pay any such charges in excess of \$200.00 before any financial aid will be applied to a prior-year balance.*

Student Signature _____ Date _____

TO SUBMIT DOCUMENTS: email your FinAid Advisor or come in-person to Rogue Central for fastest processing. Find your FinAid Advisor on our website.

Physical copies can be mailed to: 3345 Redwood Hwy | Grants Pass, OR 97527

FinAid Advisor Procedure for Funds Release Authorization Form

1. After student completes the form, verify they have a financial award for the term indicated and the anticipated number of credits on this worksheet matches what they are enrolled in for the next term.
2. If the prior year balance exceeded \$200, the student must pay the balance over \$200. Confirm the prior term (prior year) balance is less than or equal to \$200 prior to intaking the form.
3. Scan to the student's file.
4. Email the scanned document to ar@roguecc.edu. Shred the original or offer it to the student once scanned.

Collections Specialist Procedures for Funds Release Authorization Form

1. Check to confirm that prior-year balance is no more than \$200.00 and if so student has paid the difference.
2. Contact student within 48 hours and notify of eligibility or ineligibility.
3. If eligible, remove the financial hold.
4. After the initial post of financial aid, post a split payment adjustment to the student account moving up to \$200 from the requested term to the prior term.