



# **HORIZATION TO HOLD A *TITLE IV* CREDIT BALANCE**

Through this document, you will tell Eastern Oregon University (EOU/the University) how you would like the school to manage the *Title IV* credit balance on your student account.

A *Title IV* credit balance is created when the total of all FSA funds credited to a student’s account exceeds the total of tuition, fees, food, housing, and other allowable charges on a student’s account. Your current FSA credit balance of \$[Click or tap here to enter text.](#) was created by funds from the [Click or tap here to enter text.](#) Program(s) for the [Click or tap here to enter text.](#) term.

Unless a student or parent (in the case of a parent PLUS loan) authorizes a school to hold a credit balance, the credit balance must be paid to the student or parent as soon as possible but no later than 14 calendar days after the balance is created (or 14 calendar days after the first day of class if the credit balance was created before the first day of class).

This form, if signed by you (the student or parent, as applicable), authorizes EOU to retain a *Title IV* credit balance and pay it to you in accordance with *EOU’s Procedure for Paying Federal Student Aid Credit Balances*. EOU will pay credit balances by depositing the funds in a savings or checking account that you designate or by mailing a check to you.

You have the right to withhold agreement from all or part of this authorization. If you elect not to authorize the University to hold your *Title IV* credit balance, the funds will be paid to you within the 14-day period noted above. Note that if you elect not to sign this form or if you later cancel your authorization, you will be required to pay any outstanding charges to the University.

This authorization will remain in effect for each subsequent payment period unless you withdraw it. However, in no case will EOU hold a *Title IV* credit balance of loan funds beyond the end of the loan period nor a *Title IV* credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

This authorization may be withdrawn at any time by providing a written request to the following address:

EOU Student Financial Services  
One University Blvd  
La Grande, OR 97850-2807

Note that your cancellation is not retroactive. If you withdraw your authorization, the University will deliver any remaining credit balance to you within 14 days after receipt of your cancellation.

## **Authorization**

I voluntarily authorize the University to hold and manage my *Title IV* credit balance as described above, and I acknowledge that interest will not be earned on these balances.

Signature

Date

EOU FINANCIAL AID OFFICE, INLOW HALL # 104, ONE UNIVERSITY BLVD, LA GRANDE, OR 97850-2807

All submitted documents become part of your official record and therefore cannot be returned. Documents that become part of your Educational Record are protected for privacy under federal law (FERPA).