

**Northwest LTC Financial Aid  
Authorization Form 2016 - 2017**

Name \_\_\_\_\_ Campus ID \_\_\_\_\_ DOB \_\_\_\_\_  
(Please Print) Last Name First Name

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**SECTION A. ELECTRONIC COMMUNICATION**

I understand that the Financial Aid office communicates with me via NWLTC Student email and the email listed on the FAFSA. I understand it is my responsibility to read my NWLTC student email regularly. By my signature below, I agree to receive communications/ notifications electronically. I further understand if I want to receive communications via U. S. Mail, I MUST submit a request in writing to: **The Financial Aid Office at my attending campus.**

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION B: IMPORTANT INFORMATION** (If you prefer a paper version of the forms mentioned below, please request one from the Financial Aid office)

- I acknowledge and understand that if I RESIGN from NWLTC (officially or unofficially) before completing more than 60% of the semester, I will owe money to the federal aid program(s) and/or NWLTC. I also understand that dropping one or more courses may affect my future financial aid eligibility.
  - I have read and understand the NWLTC Policy for Financial Aid **Satisfactory Academic Progress (SAP)**. I understand that I must comply with this policy in order to be eligible and maintain eligibility for federal financial aid at NWLTC.
  - I understand that the NWLTC Financial Aid Office may, at any time, verify the information I submit on my federal financial aid application and that any errors and/or conflicting information discovered during the process of verification must be corrected.
- I understand that I may **NOT** receive Title IV aid (Pell Grant, SEOG, Federal Direct Loans, Federal Work-Study) at two schools **at the same time**. I certify that I am not receiving federal aid at another school while receiving aid at NWLTC.
- I certify that I have accessed the Award Information Form (available at [www.NWLTC.edu/financialaid](http://www.NWLTC.edu/financialaid)) and I understand the information contained therein pertaining to Cost of Attendance and Satisfactory Academic Progress and have asked for help on topics that I did not understand.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION C. AUTHORIZATIONS** (Read each authorization. Your signature indicates "authorization". You may refuse to sign any or ALL).

NWLTC uses a system of applying awards to the charges of eligible students. NWLTC **automatically** applies Title IV awards to tuition and fees. The student may authorize NWLTC to apply Title IV awards to other educational charges incurred, such as books, housing, meal plans, parking tickets, library fines, community education charges, prior-semester balances, prior-year balances, etc.

**NON-INSTITUTIONAL CHARGES:** By my signature below, I AUTHORIZE NWLTC to apply Title IV awards (Pell grant, SEOG, Direct Subsidized and Unsubsidized Loans) to **non-institutional charges** such as:

- books, Return of Title IV funds, library fines, parking tickets,
- community education charges, placement tests, parking permit

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PRIOR YEAR CHARGES:** By my signature below, I AUTHORIZE NWLTC to apply Title IV awards (Pell grant, SEOG, Direct Subsidized and Unsubsidized Loans) to **other educational charges** such as:

- prior semester balances from same award year, miscellaneous fees, etc...
- minor prior-year charges, (less than \$200)

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ Furthermore, I understand that I may **revoke** any individual item or all of these authorizations at any time by submitting to the Financial (initials) Aid office, in writing, my request to revoke these authorizations.

This authorization will remain in effect for each subsequent payment period unless you withdraw it. This authorization may be withdrawn at any time by providing a written request to the following address:

**NWLTC Financial Aid Office • Director of Financial Aid • 9500 Industrial Drive • Minden, LA 71055**