



**Office of the Bursar**  
216 Fletcher Hall Dept 6005  
615 McCallie Avenue  
Chattanooga, TN 37403-2598  
Student Fees (423)425-4781  
Loan Collections (423)425-4474  
Collections Clerk (423) 425-4093

**SPECIAL NOTICE**

Dear Student and Parent:

The U.S. Department of Education has issued rules governing the management of Title IV student financial assistance programs. An institution may disburse Title IV funds by crediting a student's account, but under the new rules, Title IV funds may be applied only to "allowable charges" and may not be used to cover any charges assessed in a prior award year or period of enrollment.

Allowable charges include tuition and fees, and room and board if contracted with the institution. Other cost of attendance charges or institutional charges incurred by the student may be included only if written authorization is obtained from the student or parent.

For the current academic year, if an institution credits Title IV funds to a student's account and determines that the amount of funds exceeds the allowable charges, the resulting credit balance must be paid/refunded to the student within 14 days of the latter of:

- The date the credit balance occurs;
- The first day of classes of a payment period or period of the enrollment; or
- The date the student rescinds his or her authorization to apply Title IV funds to other charges

Under these rules, a student may be entitled to receive a refund check even though the student has an outstanding balance from certain charges or a prior period. In order to avoid some of the confusion that may arise from getting a refund when you still have a balance due, The University of Tennessee at Chattanooga is asking for your authorization to apply your excess Title IV financial aid funds to your other charges before processing any payments (refunds) to you.

The University of Tennessee at Chattanooga does not intend to hold any excess Title IV funds for the students or parents. Refund checks issued to students will be made available by the Bursar's Office. If the posting of a PLUS Loan on a student's account results in a credit balance, a check will be issued in the parent's name. At the option of the parent, the check can be mailed or picked up in the Bursar's Office. Please complete and sign the Authorization Form on the reverse side of this letter. Submit this signed authorization to:

**The University of Tennessee at Chattanooga**  
**Office of the Bursar-Dept. 6005**  
**615 McCallie Avenue**  
**Chattanooga, Tennessee 37403-2598**

**Authorization To Use Title IV Funds To Pay For Institutional Charges**

**For Students**

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I \_\_\_\_\_ voluntarily authorize The University of  
(please print your name)  
Tennessee at Chattanooga to disburse my Title IV funds by crediting my student account and by applying those funds to my allowable charges, other cost-of-attendance charges, bookstore charges, health insurance fee, finance charges, fees and fines, rentals, deposits, and all other institutional charges that I might incur. I understand that this authorization can remain valid through a new award year. I further understand that I can rescind or modify this authorization at any time and that any such changes to the authorization will become effective as of the date submitted in writing to the Bursar's Office.

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(student's signature)(Student ID)(date)

**Only for a dependent student's parent if parent is taking Parent Loan (PLUS)**

**For Parents and PLUS Loan Borrowers**

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I \_\_\_\_\_ voluntarily authorize The University of  
(please print your name)  
Tennessee at Chattanooga to disburse my PLUS Loan funds by crediting the account of \_\_\_\_\_  
(please print student's name) (Student ID)  
and by applying those funds to all allowable charges, other cost-of-attendance charges, bookstore charges, health insurance fee, finance charges, fees and fines, rentals, deposits, and all other institutional charges that might be incurred. I understand that this authorization can remain valid through a new award year. I further understand that I can rescind or modify this authorization at any time and that any such changes to the authorization will become effective as of the date submitted in writing to the Bursar's Office.

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(signature of PLUS Loan Borrower)(date)