

## Title IV Authorization Form

Lakeland ID Number (LID)

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Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Students who wish to use Title IV funds at Lakeland Community College to pay charges other than current year tuition and fees must provide a signed authorization to Lakeland's Financial Aid Office. Your signature authorizes financial aid to pay for charges (parking fines, late fees, etc.) on your student account other than tuition and fees and allows you to use your excess financial aid on campus where available. It also authorizes Lakeland to use your financial aid to pay outstanding debts up to \$200 owed to the college from previous years.

This authorization is valid and in effect while you are enrolled at Lakeland. If you wish to cancel this authorization, you must do so in writing to Lakeland's Financial Aid Office.

Credit balances as a result of excess financial aid after charges have been paid will be processed at the end of the second week of the semester and weekly thereafter.

**In addition, as a recipient of financial aid funds:**

1. You must comply with the Federal Satisfactory Academic Progress (SAP) and Return of Title IV Federal Funds (R2T4) policies. Failure to do so may result in a loss of federal and/or state financial aid. Copies of these policies are available at Lakeland's Student Service Center and on Lakeland's website.
2. You must attend all classes in which you are enrolled. If attendance cannot be verified, your financial aid will be adjusted accordingly which may result in a balance owed to the college.
3. You should check with Lakeland's Student Service Center before dropping any classes or changing your schedule to determine how these changes may affect your financial aid.
4. You may use your financial aid online to purchase or rent books and buy supplies through Lakeland's Bookstore.

**As a student you have the responsibility to:**

1. Regularly check your student email.
2. Be aware of deadlines as they pertain to your financial aid and the policies governing it.
3. Use your financial aid for educational expenses related to attending Lakeland including appropriate use of financial aid funds at Lakeland's Bookstore. Please note: accounts are monitored.
4. Report to Lakeland's Financial Aid Office any scholarships, fee waivers, loans, grants or other financial resources you receive not awarded by Lakeland.

**By signing this form, you acknowledge and agree to all of the above and the following:**

By registering for courses at Lakeland Community College, I accept responsibility for payment by the due date of all college charges assessed to my student account, including tuition and fees, late payment fees and reversals of financial aid. I fully accept this debt as my personal financial responsibility. I acknowledge that non-attendance does not relieve me of financial responsibility for the courses in which I am enrolled and that I will access my bill online to remain abreast of any outstanding balances or other financial obligations. I both understand and agree that should I fail to make the required full payment or receive financial aid to meet the balance by the established deadline, I may be charged late payment fees, will be restricted from registering for additional courses this term or for future terms, my transcripts and diplomas will be placed on hold and I may be denied other college services. In addition, I understand that accounts more than 45 days past due may be placed with the Ohio Attorney General's Office and I will be responsible for paying any additional fees and costs, including attorney fees and court costs, associated with collection of this debt. I understand that the college sends electronic notifications (emails) to my official Lakeland email account to communicate important updates and that I must adhere to college procedures for dropping or withdrawing from courses.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Complete this form and return:\***

**By Fax:** 440.525.7704

**By Mail:** Lakeland Community College

**By [Secure Upload](#):** Visit [lakelandcc.edu/financialaid](http://lakelandcc.edu/financialaid)

**In Person:** Lakeland Student Service Center

7700 Clocktower Drive

Under RelatedLINKS (right side of page), select  
Financial Aid Documents Secure Upload link

located in Building A-1003

Kirtland, OH 44094-5198

*\*Please do not send documents through email as it is not secure.*

Revised 1-20-2023

lakelandcc.edu\FAO SSC Staff - Financial Aid\2023-2024 Forms\Authorization Form