



Non-Institutional Charges and Prior Term/Current Year Charges Authorization Form

NAME: _____ LSC ID# _____
Please print: Last First MI

Authorization to Apply Federal/State Financial Aid to Non-Institutional Charges

Federal/State student financial aid can only cover “institutional charges” as defined by the U.S. Department of Education/MN Office of Higher Education. This definition includes current year charges for tuition and fees, and on-campus room and board. It also includes other fees, such as: lab fees, facilities usage fees, and other specialized departmental or college fees associated directly with taking a class. *Unless authorization is received, federal/state financial aid cannot be used to cover non-institutional charges such as: parking fines, library fines, breakage fees, returned check fees, fees for payment plans or any charges not directly tied to taking a class.*

The only way federal/state student aid funds can be used to pay for “non-institutional charges” is to obtain your written authorization to pay those charges.

Authorization to Apply Federal/State Financial Aid to Current-Year Charges

Federal/State student financial aid can only cover the “current” academic year institutional charges as defined by the U.S. Department of Education/MN Office of Higher Education. In order to pay current academic year charges with your current term financial aid, you must provide written authorization for the College to do so. If you have enough financial aid to cover your current charges and have excess financial aid that you would like to apply to pay off a prior term balance due on your student account, you may do so by completing this authorization form and returning it to the LSC Business Services Office.

I authorize Lake Superior College to apply my current year federal/state student financial aid to pay off my non-institutional and prior term charges. I understand that this authorization will remain in effect throughout my LSC student career until such time as I submit a written request to cancel this authorization (See address below).

Student Signature Date

Mail to: Lake Superior College
Business Services Office
2101 Trinity Road
Duluth, MN 55811

Deliver by Fax to: 218-733- 5977

Office Use Only: Date Entered on FA0143UG screen: _____ Initials _____