

AUTHORIZATION TO USE TITLE IV FUNDS TO PAY NON-INSTITUTIONAL CHARGES

In order to authorize Southeastern Louisiana University to disburse Title IV funds by crediting your student account and applying those funds to your non-institutional charges (including, but not limited to, parking decals, library fines, parking fines, textbook rental fines, textbooks sold, Southeastern Payment Plan (SPP), Emergency Loan, Lion's Lagniappe, bookstore charges), and other non-institutional charges that you might incur, you **MUST** first complete an on-line authorization. Without this authorization, payment for such charges must be remitted in full as they are incurred. Southeastern Louisiana University does not require authorization to use Title IV funds to pay institutional charges (such as tuition and mandatory fees, ID fee, room and meals, textbook rentals, course fees, etc.). This authorization ensures that you understand the authorization statement, and it will remain valid for your entire period of enrollment at Southeastern. You can, however, rescind this authorization at any time by submitting a request in writing, effective at the time of delivery, to the Accounts Receivable section of the Controller's Office.

To accept/decline this authorization, go to your LEO Net account using the following path: **Self Service > Financial Aid Authorization**. A **Title IV FAQ** about this authorization can also be viewed using this same path.

NOTE: If you have previously accepted this authorization, it will read "Accept" when you follow the path. No further action is necessary. If you previously chose "Decline" and would like to change your authorization, you will need to submit your request in writing to the Accounts Receivable section of the Controller's Office.