



**2020-2021  
Student Authorizations &  
Cash Management (CM)**

Student Name \_\_\_\_\_ Whittier ID # \_\_\_\_\_

**TERMS and CONDITIONS**

In order to receive financial aid, government regulations (notably Federal Title IV) require your authorizations. Accordingly, please review the information on this form, then sign it once you understand and agree to the following:

- 1) It is my responsibility to inform the Office of Financial Aid of any changes in my student status during the academic year, such as the number of units in which I am enrolled, changes in my living arrangements, or marital status.
- 2) Whittier College reserves the right to revise my financial aid award if adjustments are necessary or required by state or federal regulations and/or institutional policy. I also understand that additional information may be requested from me by the Office of Financial Aid in order to verify or confirm my eligibility for aid.
- 3) As an undergrad, I must enroll full time (at least 12 units) each semester in order to receive the funding indicated on my award letter. If I am a grad student, I must enroll in the number of units I reported to the Office of Financial Aid.
- 4) I know that not all my financial aid will automatically be applied to my account at the Business Office. For example, a work study allocation must be earned by working, and thus I may receive paychecks or choose to sign them over to the College as credit toward my account balance. I acknowledge that work study funds allocated – but not used – during one term, will not be carried forward to a subsequent term.
- 5) I must complete Entrance Counseling and sign a Master Promissory Note (MPN) prior to the first disbursement of my federal loans(s); as well as agree to complete Exit Counseling upon withdrawal or graduation from Whittier.
- 6) I must notify the Office of Financial Aid if I receive any loan, grant, scholarship, or other form of financial aid that is not already listed on my award letter.
- 7) Financial aid can be applied to my account no sooner than 10 days prior to the first day of class, and such funding may disburse throughout the term. My funding is not guaranteed to disburse before the add/drop period occurs.

**COMPLIANCE and SATISFACTORY ACADEMIC PROGRESS (SAP)**

I further understand that the funding of any awards listed in my offer of financial aid is contingent upon my timely response to all requests for information and/or documentation, as well as compliance with all aid policies and guidelines. My signatures below affirm my agreement with this statement, and confirm my authorization for Whittier College to apply my financial aid funds as indicated. I will notify the Office of Financial Aid in writing if I decide to change my authorizations.

I also acknowledge that, as an undergraduate, I am expected to complete each Fall and Spring semester with at least 12 units and a minimum 2.0 cumulative grade point average. If I fail to meet either requirement, I will receive an “SAP Warning” in my.whittier.edu. At the end of the warning period I will lose my financial aid eligibility if I have again not met the standards. I am aware that I may appeal for reinstatement of my financial aid and know that appealing for reinstatement is not a guarantee of reinstatement. My aid may be reinstated no more than two times. I understand that this statement does not represent the entire SAP Policy, which is available in the Financial Aid section of the Whittier College website.

- **YOU MUST IMMEDIATELY NOTIFY THE FINANCIAL AID OFFICE IF YOU CHANGE YOUR HOUSING STATUS OR DROP BELOW FULL-TIME (12 UNITS OR MORE)**
- **YOUR FINANCIAL AID OFFER IS SUBJECT TO CANCELLATION IF YOU DO NOT OFFICIALLY ACCEPT YOUR AWARD WITHIN 60 DAYS**
- **YOU MUST ENROLL AS A FULL-TIME STUDENT NO LATER THAN THE LAST DAY TO ADD A CLASS. FAILURE TO DO SO WILL RESULT IN YOUR AID BEING PRORATED OR CANCELLED**

**AUTHORIZATIONS**

Federal regulations require us to obtain authorizations from students in order to apply Title IV funds (financial aid funds) to pay any charges that may occur on the student billing statement. If you have been awarded funds from any of the Federal Title IV programs listed below, please carefully review this information, provide your signatures in the appropriate sections and return the completed document to the Office of Financial Aid. **NOTE: below are two separate authorizations to sign before any funds will be applied to your account. The THIRD signature is required only for Cal Grant B recipients.**

- Applicable Title IV funds:
- Federal Pell Grant (FPELL)
  - Federal Supplemental Educational Opportunity Grant (FSEOG)
  - Direct Loan Program – Subsidized and Unsubsidized (FDLSL/FDSLUI)
  - Parent Loan for Undergraduate Students (FDPL)
  - Federal College Work Study Program (FCWSP)

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**Apply Title IV Funds to All Charges (Authorization #1)**

Whittier College is authorized to apply your Title IV financial aid funds to “allowable charges,” which include tuition, mandatory fees, and charges for on-campus housing and board. The College also allows many departments to assess charges to your student account in order to consolidate billing. These are labeled “non-allowable charges” which might include health insurance, student health center fees, campus parking citations, library fines, and other miscellaneous fees. **Federal regulations require the College to obtain written authorization to apply Title IV funds to all “non-allowable charges” appearing on your bill. If you choose not to authorize the College to apply your Title IV funds to all charges, you may be billed separately for these items.** Please select one statement and sign as indicated below.

I authorize Whittier College to apply my Title IV funds to all charges appearing on my student billing statement for the academic year.

I do not authorize Whittier College to apply my Title IV federal funds to these charges as explained above.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Hold Excess Title IV Funds (Authorization #2)**

To assist you in managing funds, you may authorize Whittier College to hold your excess Title IV financial aid funds in order to apply them to any future charges. This does not prevent you from receiving a refund of excess monies. If you authorize the hold, the College will do so until additional charges are applied, or until you request a refund. Please be advised that Title IV regulations do not require the College to pay interest on funds being held for the benefit of students. Please select one statement and sign as indicated below.

I authorize Whittier College to retain in my account any excess Title IV financial aid funds, and apply them toward any charges that may appear on my account for the academic year.

I do not authorize Whittier College to hold excess Title IV funds.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Cal Grant B (Authorization #2) – no signature required below unless you have a Cal Grant B**

To allow Whittier to deduct your registration fees from your Cal Grant B, sign and date the authorization below.

I authorize Whittier College to deduct my registration fees from my total Cal Grant award (including Subsistence). I understand that I can rescind this authorization at any time. However, if I rescind, I understand that I must pay my registration fees myself before any financial aid will be released to me.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR EVERYONE: Additional Information Regarding Authorizations – Please Read!**

Authorization is voluntary. You may refuse to authorize any individual item on this statement. Once these authorizations are signed, they are valid as long as Whittier notifies the student or parent in subsequent years before applying Title IV financial aid to the student account. Additionally, you may cancel or modify the authorizations at any time; however, the cancellation or modification is not retroactive. Upon written notification, cancellation or modification will be active from that date forward.

Federal regulations stipulate that Title IV financial aid funds can apply to your student account no sooner than 10 days prior to the first day of classes. A signed authorization will expedite settlement of your bill. If we do not receive this authorization form prior to the billing settlement due date, the Title IV financial aid funds will not be applied to your account at that time. This may result in an outstanding balance on your bill, and finance charges may be assessed to your account.

**Contact:** If you have any questions regarding this document, or you require further explanation about these authorizations, please contact the Whittier College Office of Financial Aid at (562) 907-4285.

Please mail this Student Account Authorization form to: Whittier College  
Office of Financial Aid  
13406 E. Philadelphia St.  
Whittier, CA 90608

You may also submit this in person at the Office of Financial Aid (Weingart Hall, 2nd Floor) or fax it to (562) 464-4560.