



Financial Aid (Title IV) Authorization Information

The University of the Incarnate Word must comply with federal regulations for disbursement of Title IV federal financial aid (“Title IV aid”). Without a signed authorization, Title IV aid can only be applied to certain institutional charges.

Terms to know:

- **Institutional charges:** Tuition, fees, room and board
- **Non-institutional charges:** All other charges billed to your student account, including health insurance premiums, bookstore credit, library fines, parking fines, and laptops purchased through UIW.
- **Title IV aid:** Refers to federal financial aid funds, including the Pell grant, SEOG (Supplemental Educational Opportunity grant), Perkins loan, Parent or Graduate PLUS loans, Direct Subsidized/Unsubsidized loans, and the TEACH grant.
- **Title IV authorization:** Per federal regulations (34 CFR 668.164), UIW cannot use students’ Title IV aid to cover non-institutional charges unless the student submits a Title IV authorization

Example

STUDENT CHARGES	AMOUNT
Tuition & Fees	\$ 13,500
Housing	3,450
Meal plan	2,490
Total institutional charges	\$ 19,440
Health insurance premium	817
Laptop purchase	1650
Total non-institutional charges	\$ 2,467
Grand Total	\$ 21,907

TITLE IV FINANCIAL AID	AMOUNT
Pell grant	\$ 2,888
Direct Subsidized loan	2,750
Direct Unsubsidized loan	1,000
Parent PLUS Loan	15,793
Total	\$ 22,431

	AMOUNT REFUNDED	AMOUNT OWED	
WITH Title IV Authorization	\$524.00	\$0.00	All charges would be paid before a refund is issued to the student.
WITHOUT Title IV Authorization	\$2991.00	\$2,467.00	<u>Non-institutional charges would not be paid before a refund was issued to the student, and the student would owe \$2467.00.</u> The student would still have to pay the balance by the due date to prevent late fees and in order to register for the following semester.

What happens if I don't complete a Title IV authorization form?

- Your accepted Title IV aid will automatically pay for the "institutional" charges on your student account: tuition, fees, room & board.
- Your excess aid **WILL NOT** automatically pay all other "non-institutional" charges, unless you have non-Title IV aid such as scholarships or institutional grants that are allowed to cover non-institutional charges.
- You will not be allowed to utilize bookstore credit or purchase a laptop from UIW if you have not authorized Title IV aid to go towards these charges.
- **You could receive a refund check and still owe a balance on your student account for any of your non-institutional charges.**

Even if you are not receiving Title IV aid at this time, or you do not plan to utilize bookstore credit, health insurance, or purchase a laptop, we encourage you to review the authorization and consider signing it now. You might need Title IV aid for future semesters, and if you do, you will already have the authorization in place.

Title IV authorizations are valid through the date of graduation but can be rescinded by completing a new Payment Authorization Form and submitting it to the Office of Financial Assistance. Please note that if you rescind this authorization, it is not retroactive.

To avoid potential outstanding charges and registration holds, complete your Title IV authorization at <http://www.uiw.edu/finaid/forms.html>.

** If you have a balance that becomes past due, it is subject to a monthly late fee, and you will have a hold put on your account that will prevent you from registering for a future term, receiving a transcript, and receiving your diploma until your balance is paid. Check your monthly invoice in the UIW e-Payment center and pay any balance owed by the due date to prevent any penalties and registration restrictions.*

For more information contact the Office of Financial Assistance at finaid@uiwtx.edu, or 210-829-6008.