

## Title IV Release for Non-Institutional Charges

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Authorization to Apply Federal Financial Aid to Non-Institutional Charges.

Federal student financial aid can only be applied to "institutional charges" as defined by the U.S. Department of Education. This definition includes charges for tuition and fees. Non-institutional charges are considered charges that are discretionary educational expenses, such as (but not limited to) health insurance, book vouchers, parking, library fines and emergency loans.

The only way federal student aid funds (i.e., Unsubsidized and Grad PLUS Loans) can be used to pay for "non-institutional charges" is to obtain your written authorization to pay those charges. This form will allow the Student Accounts Department to apply your federal financial aid to your non-institutional charges.

Per Title IV Federal regulations, you can voluntarily authorize Thomas Jefferson School of Law to pay your non-institutional charges using federal financial aid.

**(please circle one option)**

**I DO authorize** TJS� to apply my federal student financial aid to non-institutional charges on my student account. I understand that this authorization will remain in effect until I submit a written request to cancel this authorization.

**I DO NOT authorize** TJS� to apply my federal student financial aid to any non-institutional charges on my student account. I understand that I will be responsible for paying all non-institutional charges out of pocket should any of these charges be applied to my student account.

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

**Submit this form to:**  
Thomas Jefferson School of Law  
Financial Aid Office  
701 B Street  
San Diego, CA 92101  
Email: [financialaid@tjsl.edu](mailto:financialaid@tjsl.edu)