

HOW TO AUTHORIZE FEDERAL TITLE IV AID FOR NON-INSTITUTIONAL EXPENSES

To authorize federal Title IV aid for non-institutional expenses:

1. Access www.brockport.edu
2. Click on the **Online Services** link
3. Click on **Campus Information System**
4. Enter your **User ID** and **PIN**
5. Click on **Login**
6. Click on the **Financial Aid** tab at top of screen
7. Click on **Financial Aid Authorization**
8. Select the **Term** and **submit**
9. **Check both boxes** to authorize the financial aid and **submit**

Federal Title IV financial aid funds are restricted to payment of current period tuition, fees, and room. Program regulations permit students to authorize use of Title IV financial aid funds for non-institutional expenses such as parking permit fees, Alumni Fee, miscellaneous health center charges, the mandatory student insurance policy, or campus debit systems such as the BASC Easy Money program. Students may also authorize use of these funds for prior period expenses.

Authorizations may be rescinded at any time by the student. A written request to rescind an authorization must be submitted to the Office of Student Accounts. The request should include student name, Brockport ID number and original signature. Rescinding the authorization is not an online/electronic option.

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