



AMERICAN
UNIVERSITY
of ANTIGUA

COLLEGE OF MEDICINE

Title IV Authorization to Release Non-institutional Charges

Last Name

First Name

MI

AUA Student ID

Authorization to Apply Federal Financial Aid to Non-Institutional Charges

American University of Antigua is permitted to apply the proceeds of federal student loans only to satisfy "institutional charges" unless we receive written authorization from the student to pay on the student's behalf other expenses relating to the student's education. "Institutional charges" as defined by the U.S. Department of Education include current year charges for tuition, fees, books, supplies, lab fees, registration fees, facilities usage fees and other specialized departmental or college fees associated directly with taking a class. For your convenience and with your express written consent, AUA will pay certain of your non-institutional charges upon receipt of this completed and signed form.

By completing and signing the form below, you are directing and authorizing AUA to pay the non-institutional charges listed below from the proceeds of federal financial aid that you may be awarded.

I authorize American University of Antigua to apply my federal student financial aid to any and all of the following non-institutional charges that I may have: rents, utilities and security deposits for AUA approved student housing, bus service provided by AUA, AUA parking permits, AUA health insurance, printing charges, returned check fees, payment plan fees or any other AUA charges not directly tied to taking a class.

I understand that this authorization will remain in effect until I submit a written request to cancel authorization (see instructions below) and that any remaining federal student financial aid will be refunded to me as soon as possible but no later than 14 days after AUA receives my request to cancel. Further, I understand that I will be responsible for paying any and all non-institutional charges directly to AUA if I cancel this authorization or if, for any reason, AUA does not receive on my behalf federal financial aid in amounts sufficient to pay these charges.

Student

Signature _____ Date _____

After completing and signing the above form, save a copy for your records and then submit using one of the methods below:

1. Email completed, signed form as an attachment to bursar@auamed.org. Indicate FEDERAL AID RELEASE on the subject line.
2. Mail a hard copy of completed, signed form to:
Manipal Education Americas, LLC, agents for AUA
One Battery Park Plaza, 33rd Floor
New York, NY 10004
ATTN: Bursar
3. Deliver completed, signed form in person to Bursar office on the main campus in Antigua.

Instructions for withdrawing authorization for AUA to pay any or all of your non institutional charges:

1. Prepare an email or letter addressed to AUA Office of The Bursar and state: "I wish to withdraw authorization for AUA to pay non-institutional charges [or any specifically listed non institutional charge or charges] from my federal student financial aid." Be sure to include your full name and student ID.
2. Submit the letter using one of the methods set forth in the section above.

Manipal Education Americas, LLC Representative for American University of Antigua

1 Battery Park Plaza, 33rd Floor, New York, NY 10004

1 (888) AUA-UMED | www.auamed.org