

FINANCIAL AID OFFICE
Authorization Form

Name: Please Print

Social Security Number

ARE YOU OR WILL YOU BE ATTENDING ANOTHER SCHOOL WHILE YOU ARE AT OCTECH?

___ Yes **WHAT SCHOOL** _____ ?

___ No

Excess Financial Aid

___ Yes I authorize Orangeburg Calhoun Technical College to hold any balances of my Title IV funds, after the payment of tuition and fees, **to pay** for charges which are charged to my account; this may include, **books purchased in the OCTC Bookstore**, library fines, parking tickets, or insurance fees.

___ No Tuition will be paid from Title IV funds when processed at the Business office. **I understand that no funds will be made available to charge in the bookstore.** A check for any remaining balance will be issued to me according to guidelines established by the Department of Education.

IMPORTANT: Please review the information below carefully before signing. Your signature acknowledges your understanding of the OCTC refund policy.

The Financial Aid office will recalculate federal aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester. If a student owes a balance to the college the Business Office will notify him. A copy of the recalculation policy is available from the OCTC Financial Aid Office. If the debt is not paid to the college within 45 days of the notification the college will report the debt to a national database. This will prohibit the student from receiving federal or state financial aid at any other college or university in the United States until the full balance is paid to Orangeburg Calhoun Tech.

Students who attend classes after the published add/drop period and later decide to discontinue enrollment in any or all classes will be required to complete and submit the necessary paperwork to withdraw from courses at Orangeburg-Calhoun Technical College. It is the student's responsibility to complete all requirements for official withdrawal from classes. Failure to

Get up to date financial aid information, account information, and other College-related information via OCtech Connect at ootech.edu/student-resources/connect. *If logging in for the first time, follow the instructions for, "I'm New to Connect".*

complete and submit required documentation to the Student Records Office will result in a failing grade of F in any or all courses. This grade will be included on the instructor's final grade roster at the conclusion of the term.

SIGNATURE REQUIRED

The failing grade(s) is punitive and will appear on the Student's permanent academic transcript.

- Your account is credited with school funds 10 days prior to the beginning of each semester or when federal funds are received by the school on your behalf.**

Students Signature

Date

RIGHT TO CANCEL

This authorization remains active from the date signed throughout enrollment unless it is modified or revoked by you. According to Federal Regulation Section 668.165 subpart (b)(2)(ii), you have the right to cancel or modify this authorization At any time. You must notify the Financial Aid Office of your intent to cancel by completing a right to cancel form.

IMPORTANT:

Your financial aid will not be applied to your student account until this form is received in the financial aid office. Failure to return this form promptly may jeopardize your eligibility for financial aid.