

Community
College
of Philadelphia

Office of Financial Aid
1700 Spring Garden Street, MG-15
Philadelphia, PA 19130-3991

Non-Institutional Charge Authorization Form

Dear Student/Parent:

The College is required to obtain authorization from the student (or parent borrower) before applying Federal Student Aid funds to non-institutional charges. Any remaining credit balance after tuition, fees and non-institutional charges have been applied, will be issued to you (the student) after class attendance has been processed. A few examples of non-institutional charges are non-credit class registration, club fees, fines, and event tickets. Please note that you can cancel this authorization at any time by writing to the Office of Financial Aid or notifying financialaid@ccp.edu.

Please complete this form, sign where indicated and return this form to the Office of Financial Aid.

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I Authorize the College to withhold non-institutional charges from my financial aid balance check or direct deposit.

Student's Banner ID: J _____

Name of Student: (Please print) _____

Student's Signature: _____ **Date:** _____