Student Cash Management Authorization Statement
(CMAS Form)

PURPOSE OF FORM:
Title 34 Part 5 of the Code of Federal Regulations was established to ensure that federal financial aid is used for its intended purpose and delivered to students in an efficient manner. Signing the following statement and authorization(s) gives the Accounting Office of Coleman University the written authorization that is needed in handling the student's account with Title IV funds* that are related to account charges, past balances, and credits. The following authorization(s) signed by the student is (are) valid for the award year in which it was obtained and for as long as the student is enrolled at any previously granted authorization(s) by written request, with the rescission being applicable towards funds not yet credited toward account charges. To rescind authorization, please complete a new Cash Management Authorization Statement (CMAS form), available in the Accounting Office.

Last name: ________________________________ First name: _______________________________ Mi:____

STEP ONE: All students receiving Title IV Aid must complete the following statement and sign. Please print legibly:

I ____________________, Coleman University have read, understand, and have received a copy of the following explanations concerning the crediting of Title IV financial aid funds to my student account. I understand that my written authorization is needed to credit my account with Title IV funds for any charges other than those allowable by law which includes tuition, fees, room and board. I understand that any authorization given is valid for the current award year, 2014-2015, and THEREAFTER until I rescind the authorization in writing.

Student’s Signature______________________________________             Date____________________

STEP TWO: Student authorization statement

I am responsible for applying for funding to pay my tuition. If I do not apply for funding I understand that I must pay cash for any balance on my school account, and all future tuition.

Student’s Signature ________________________________             Date____________________
STEP THREE: Parent authorization statement (For dependent students only)

My Son/Daughter and I are responsible for applying for funding to pay for his/her tuition. If we do not apply for funding we understand that we must pay cash for any balance on his/her school account, and all future tuition.

Parent’s Signature________________________________________             Date____________________

STEP FOUR: Please read each definition carefully and provide your signature below each item you wish to authorize.

AUTHORIZATION TO PAY OTHER CHARGES

Definition: 34 CFR specifically states the Title IV program funds (the majority of federal aid sources) may only be credited to a student’s account for allowable charges which include current tuition, fees, room and board. Before crediting Title IV funds to pay for other charges which include current tuition, fees, room and board. Before creating Title IV funds to pay for other charges, including books, vehicle registration, student insurance, and other institutional charges, the university must have the following written authorization from the student.

I (student) hereby authorize CU to use my Title IV financial aid funds to pay for other educational related expenses that may be charged to my account including other incidental expenses.

Student’s Signature______________________________________             Date____________________

AUTHORIZATION TO PAY PAST BALANCES

Definition: 34 CFR specifically states that before CU credits Title IV funds to pay for past account balances, CU must have written authorization from the student.

I (student) hereby authorize CU, upon crediting my account for current allowable charges which include tuition, and fees, to apply any remaining Title IV funds to past charges that remain on my school account.

Student’s Signature_______________________________________             Date____________________

AUTHORIZATION TO RETAIN CREDIT ON ACCOUNT

Definition: 34 CFR specifically states that if the student has a credit balance resulting from Title IV funds, CU must disbursed the credit to the student, unless the student specifically requests that the funds remain on the student account.

I (student) hereby authorize CU to retain on my student account any credit resulting from Title IV funds disbursed to me. I realize that I may request a portion or all of the credit at any time through the normal CU process established for releasing credit balance funds to students. My intent in leaving the credit on account is to apply it toward future charges, or for the convenience of managing my personal funds.

Student’s Signature_______________________________________             Date____________________