

2025-2026 Authorization Form

This form is a voluntary authorization to have financial assistance funds pay for allowable charges other than tuition and fees, such as books and supplies, at Randolph Community College. Submission of this form does not delay when funds are released to the student should a credit balance exist.

Student Information

Name: _____
Last First Middle Maiden

Current Mailing Address: _____

City State Zip
(Required) Social Security No: ____/____/____ Date of Birth: ____/____/____

Home Phone: (____) _____ Work Phone: (____) _____ Cell: (____) _____

Personal Email: _____ RCC Email: _____

Authorization Statement

Federal Title IV financial assistance funds are restricted to payments of current period tuition and mandatory fees (registration, academic records, etc.) However, students may authorize the use of these funds for other charges that do not fall under the umbrella of mandatory fees such as course material or book charges, library fees, locker fees, late fees, parking fees, etc. Further, students can authorize the use of FWS wages to a student's account to pay any educationally related charges.

By clicking "Accept", I authorize Randolph Community College to apply the credit balance from federal funds to other institutional charges on my account such as course material or book charges, library fees, locker fees, late fees, parking fees, etc. If I receive FWS wages and have a balance owed to RCC, I authorize the use of FWS wages to pay any educationally related charges on my account. These authorizations are completely voluntary and valid for **the 2025-26 academic year (i.e. Fall 2025 semester, Spring 2026 semester, Summer 2026 session).**

I further acknowledge that I may rescind this authorization at any time by submitting a written request as well as a "Cancellation of Authorization to Apply Financial Assistance" form to the Office of Financial Assistance and Engagement. Any such revocation of an authorization takes effect as of the date indicated on the form. Should I choose to not provide authorization to apply the credit balance from federal funds to other institutional charges on my account, I agree that it is my responsibility to pay my student bill by the stated deadlines or be subject to registration holds and automated deregistration.

Student's Signature Date

-Please see the reverse side of this form-

Rights & Responsibilities of Students Receiving Financial Assistance

Students have the right to know:

- The financial assistance programs are available at Randolph Community College.
- The policies and procedures that must be followed in order to be considered for financial assistance.
- The criteria used in selection of recipients and the method used for calculating need.
- The various programs in the financial assistance package and how the amount was determined.
- The refund and withdrawal policies at the College.
- How the Office of Financial Assistance and Engagement makes its determination on such questions as student progress, the appeal process, and other decisions.
- The method by which financial assistance disbursements will be made to students and the frequency of those disbursements.
- The way the school provides for students eligible for financial assistance to obtain or purchase required books and supplies by the seventh day of a payment period and how the students may opt out.
- The general conditions and terms applicable to any federal work-study employment provided to students as part of their financial assistance package.
- The special facilities and services available to those needing accommodations for disabilities.

Students are responsible for:

- The timely and proper completion of all necessary forms by the established deadlines, and the accuracy of any information provided to the College in the financial assistance application.
- Promptly providing any additional information requested by the Office of Financial Assistance and Engagement.
- Keeping the Office of Financial Assistance and Engagement informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reading and understanding all forms sent and/or signed and keeping copies of forms.
- Notifying the Office of Financial Assistance and Engagement of any scholarship, grant, or other resources made available from non-College sources while receiving financial assistance.
- Notifying the Office of Financial Assistance and Engagement if the student withdraws from the College or changes enrollment status. Because some repayment may be expected on a prorated basis, future aid may be suspended if arrangements for payment are not made with the Office of Financial Assistance and Engagement and/or the Business Office.
- Maintaining satisfactory progress in order to be considered for financial assistance.
- Comply with the provisions of any agreements that they must sign (ex. Work-study contract).
- Performing, in a satisfactory manner, the work that is agreed upon in a work-study position.
- Understanding the college's refund policy and the Office of Financial Assistance and Engagement policies pertaining to the return of federal and state funds.
- Re-applying for aid each year.

