

**Return form to:**  
Office of the Bursar  
109 Shields Building  
University Park, PA 16802

## AUTHORIZATION TO HOLD A FEDERAL STUDENT AID CREDIT BALANCE

A Federal Student Aid (FSA) credit balance is created when the total of all FSA funds credited to a student's account exceeds the total of tuition, fees, room, board, and other eligible educational charges on a student's account. In accordance with Federal Regulations, Penn State must refund a credit balance to a student or parent (in the case of a Parent PLUS loan) as soon as possible, but no later than 14 calendar days after the balance is created.

Students can authorize credit balances from FSA funds to be held on their student account for use against future charges. This is completely voluntary, and the student can opt out of this authorization at any time. FSA funds include the following:

- Federal Direct Subsidized/Unsubsidized Loans
- Federal Pell Grants
- Federal Direct Parent PLUS Loans
- Federal Direct Graduate PLUS Loans
- Federal Perkins Loans
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal TEACH Grant

By completing and signing this form, you authorize Penn State to hold any credit balance from FSA funds on your student account. Any FSA credit balance being held by the University, per this authorization, will be refunded should you withdraw from the semester. Penn State will pay credit balances by depositing the funds in a savings or checking account designated by the student or parent or by sending a check through the United States Postal Service to a chosen address if you have not signed up for direct deposit. A student or parent has the right to withhold agreement from all or part of the authorization.

This authorization will remain in effect for each subsequent payment period unless you withdraw it. Note, your cancellation is not retroactive. In no case will Penn State hold an FSA credit balance of loan funds beyond the end of the loan period, nor an FSA balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

"I understand that this authorization is voluntary. I further acknowledge that at any time, I may rescind my authorization by submitting a request on the Office of the Bursar's Web site under the "Contact Us" link (<https://www.bursar.psu.edu/question.cfm>)."

Name: \_\_\_\_\_

PSU ID: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

(\*applicable to Parent PLUS Loan borrower only)