

Phone: 410-704-4236 • Web Site: www.towson.edu/finaid • Email: finaid@towson.edu • Upload Aid Documents: www.towson.edu/SubmitAidDocs

Federal regulations authorize schools to automatically apply ALL Federal (Title IV) financial aid funds toward tuition, mandatory fees, on-campus room charges, and meal plan charges.

Unless you check NO below and submit this form, the *TU Student and University Billing Office* **will also automatically** apply your financial aid funds toward any **other** university charges (health center charges, parking tickets, library fines, and other miscellaneous charges). It is to your advantage to do this because you must pay your bill in full by the bill payment deadline in order to avoid late payments fees and to secure your class schedule for the term.

Do you want the **Student and University Billing Office** to apply your aid funds toward these “other” charges?

Yes. I want my aid funds applied toward all of my current TU charges.

- **Do not submit this form.** (No form or action required.)
- TU will automatically apply your aid funds toward all charges unless you check “No” and submit this form.

No. Do not pay the “other” charges.

- I understand that choosing this option prevents the university from automatically paying all TU charges.
- I understand that I must submit separate payment for these charges by my bill payment deadline to avoid late payment fees and to secure my class schedule for each term.
- I understand that to request this change for any semester, I must submit this form **at least 10 days** before my semester bill due date. Forms received after this deadline will not take effect until the following term.
- Once this form takes effect, it will apply to all remaining terms in each academic year (Fall-Spring-Summer).
- To renew this request for the following academic year, you must resubmit the new form for that academic year.

If you chose “NO,” please complete and submit this form:

Student Name (Last, First):	TU ID#:
Student E-mail Address:	
Student Signature:	Date:

Not every student will receive enough aid to pay all term charges because financial aid offers vary based on financial need, application deadlines and other factors.

If your total term financial aid exceeds your term charges, you will receive a refund from the Student and University Billing Office. For more information, see [Aid Disbursements and Rebates](#).

Submission Methods (Choose one.) - Please include student’s name and TU ID Number.

Document Upload	Fax	Mail	In Person
Scan documents and upload to www.towson.edu/SubmitAidDocs . Please combine multiple pages into a single PDF file.	410-704-2584	Towson University Financial Aid Office 8000 York Road Towson, MD 21252	Room 339 Enrollment Services Center Monday - Friday 8:00 - 4:30