

# Charge Authorization/Fee Certification Form

2008-09

Return to: Office of Financial Aid & Scholarships  
California State University, Bakersfield  
48 SA  
9001 Stockdale Highway - Bakersfield, CA 93311-1022  
Telephone: (661) 654-3016 FAX: (661) 654-6800  
Web: <http://www.csub.edu/finaid> E-Mail: [finaid@csub.edu](mailto:finaid@csub.edu)



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## Financial Aid Applicant Information:

Student Name: \_\_\_\_\_ (Please Print) CSUB Id: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Please read the information on this document carefully before you sign.** By signing and returning this form to the CSUB Office of Financial Aid & Scholarships (OFA&S), you are:

- Affirming that you will complete all classes for which you are registered, each term, or will drop/withdraw according to University policy; that you are responsible for charges due on your student account and that, if for any reason your financial aid does not pay these charges, you will pay them from personal resources.
- Authorizing the deduction of current year fees, tuition, on campus housing, other educationally related charges, and prior year debts of less than \$100.00, from your Financial Aid.

Financial Aid funds, when finalized and ready to pay, are disbursed by crediting your student account (this includes Cal Grant B Stipend, but excludes Federal Work Study), unpaid charges will be deducted and any balance remaining will be "refunded" to you. Refunds will be electronically transmitted to your bank.

- I understand that my signature below authorizes California State University, Bakersfield to:
  - 1) Deduct unpaid current academic year fees, tuition, on campus housing, other costs of attendance (such as course fees), charges incurred at my discretion (such as library fines), and prior year charges of less than \$200 from my financial aid. (If you do not want your financial aid award to pay for any discretionary charges, you must inform Student Financials in writing.)
  - 2) Defer quarterly payment of fees, until my Financial Aid is credited to my student account.
- I understand that I am liable for all fees and tuition charged to my account for classes in which I am enrolled as of the first scheduled day of classes each term, or incurred between the first day of classes and the day I drop classes or withdraw completely from the University. (Refer to the University fee refund policy)
- I understand that, if for any reason my Financial Aid is not finalized, I am responsible for all amounts due on my student account and will pay them with personal resources.
- I understand that failure to pay the amount due may result in referral of the debt to an outside collection agency and/or credit reporting agency; offset against amounts due to me from the State of California; and/or legal action. I agree to pay all costs of collection, including attorney fees, and court costs. I understand that collection costs may increase my debt substantially.
- I understand that if I do not sign this form, my financial aid funds cannot be disbursed automatically. I will need to pay all amounts due by the advertised due dates, and make arrangements for manual financial aid disbursement with the CSUB Accounting Office.
- I understand that I may rescind this authorization, in writing, at any time prior to the disbursement of my aid. By doing so, I understand that I am responsible for payment of my fees by the fee due date, and that my financial aid refund may be delayed.
- I understand that federal regulations prohibit me from receiving federal student aid at more than one college for the same period of enrollment.
- I understand that if I am transferring into CSUB during the winter or spring quarters that I must advise the OFA&S of any federal student aid received at another institution for prior terms during the same academic year.
- **By signing this document, I am agreeing to carefully read, and will be accountable for, the information contained in the Student Requirements page of the CSUB OFA&S' web page, <http://www.csub.edu/finaid/requirements/index.html> . This page contains important information concerning Disbursements, Refunds, and Fee Payments. If you do not have access to the Internet at home, you may use any of the PCs or Macs in the student computer labs on campus, or you may request a printed student responsibility packet from the OFA&S.**

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If you have any questions regarding this authorization form, please contact the OFA&S at (661) 654-3016. This form may be:

- Mailed to the address listed above; or
- Turned in at the OFA&S located in the Student Affairs Building.