

Lakeland ID Number (LID) 

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

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

Students who wish to use Title IV funds at Lakeland Community College to pay charges other than current year tuition, fees, and First Day Access must provide a signed authorization to the Financial Aid Office. Your signature authorizes financial aid to pay for charges (parking fines, late fees, etc.) on your student account other than tuition, fees and books and allows you to use your excess financial aid on campus where available. It also authorizes Lakeland to use your financial aid to pay outstanding debts up to \$200 owed to the college from previous years.

This authorization is valid and in effect while you are enrolled at Lakeland. If you wish to cancel this authorization, you must do so in writing to the Financial Aid Office.

Credit balances as a result of excess financial aid after charges have been paid will be processed at the end of the second week of the semester and weekly thereafter.

**As a recipient of financial aid funds:**

1. You must comply with the Federal Satisfactory Academic Progress (SAP) and Return of Title IV Federal Funds (R2T4) policies. Failure to do so may result in a loss of federal and/or state financial aid. A copy of these policies is available at the Student Service Center and on Lakeland's website.
2. You must attend all classes in which you are enrolled. If attendance cannot be verified, your financial aid will be adjusted accordingly, which may result in a balance owed to the college.
3. You should check with the Financial Aid Office or Student Service Center before dropping any classes or changing your schedule to determine how these changes may affect your financial aid.
4. You may use your financial aid online to purchase books and buy supplies through Lakeland's Bookstore.

**As a student, you have the responsibility to:**

1. Regularly check your student email.
2. Be aware of deadlines as they pertain to your financial aid and the policies governing it.
3. Use your financial aid for educational expenses related to attending Lakeland including appropriate use of financial aid funds at Lakeland's Bookstore. Please note accounts are monitored.
4. Report to Lakeland's Financial Aid Office any scholarships, fee waivers, loans, grants, or other financial resources you receive not awarded by Lakeland.
5. Be aware that by registering for courses at Lakeland Community College, I accept responsibility for payment by the due date of all college charges assessed to my student account, including tuition, fees and books, late payment fees and reversals of financial aid. I fully accept this debt as my personal financial responsibility. I acknowledge that non-attendance does not relieve me of financial responsibility for the courses in which I am enrolled and that I will access my bill online to remain updated of any outstanding balances or other financial obligations. I both understand and agree that, should I fail to make the required full payment or receive financial aid to meet the balance by the established deadline, I may be charged late payment fees, will be restricted from registering for additional courses this term or for future terms, and I may be denied other college services. In addition, I understand that accounts more than 45 days past due may be placed with the Ohio Attorney General's Office and I will be responsible for paying any additional fees and costs, including attorney fees and court costs, associated with collection of this debt. I understand that the college sends electronic notifications (emails) to my official Lakeland email account to communicate important updates, and that I must adhere to college procedures for dropping or withdrawing from courses.

**By signing this form, you are confirming that you have read and understood the information provided.**

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

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

**Complete this form and return:\***

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| <p><b>By Fax:</b> 440.525.7704</p> <p><b>By Mail:</b> Lakeland Community College</p> <p><b>By <a href="https://lakelandcc.edu/financialaid">Secure Upload</a>:</b> Visit <a href="https://lakelandcc.edu/financialaid">lakelandcc.edu/financialaid</a></p> <p><b>In Person:</b> Lakeland Student Service Center</p> | <ul style="list-style-type: none"> <li>• 7700 Clocktower Drive</li> <li>• Under RelatedLINKS (right side of page), select Financial Aid Documents Secure Upload link (myLakeland login credentials required)</li> <li>• located in Building A-1003</li> </ul> | <ul style="list-style-type: none"> <li>• Kirtland, OH 44094-5198</li> </ul> |
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*\*Please do not send documents through email as it is not secure.*