

Southeastern Esthetics Institute

Credit Balance Authorization Form



Title IV funds awarded at Southeastern Esthetics Institute are federal funds that are used to pay tuition and fees. Through this document, you will inform the institution on how you would like the school to manage the Title IV credit balance on your student account. A Title IV 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. Your potential or existing credit balance was created by funds from the Federal Pell Grant and Direct Loan Programs for your program enrollment dates.

Unless a student or parent (in the case of a parent PLUS loan) authorizes a school to hold a credit balance, the credit balance must be paid to the student or parent as soon as possible but no later than 14 calendar days after the balance is created (or 14 calendar days after the first day of class if the credit balance was created before the first day of class). This form, if signed by you authorizes the institution to retain a Title IV credit balance and pay it to you in accordance with the institution's procedure for paying federal student aid credit balances. The institution will pay credit balances by check to the student or parent as applicable.

You have the right to withhold agreement from all or part of this authorization. If you elect not to authorize the institution to hold your Title IV credit balance, the funds will be paid to you within the 14-day period noted above. Note that if you elect not to sign this form or if you later cancel your authorization, you will be required to pay any outstanding charges to the institution. This authorization will remain in effect for each subsequent payment period unless you withdraw it. However, in no case will the institution hold a Title IV credit balance of loan funds beyond the end of the loan period nor a Title IV credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

This authorization may be withdrawn at any time by providing a written request to the following address:

Southeastern Esthetics Institute
Department of Financial Aid
1644 Main St. Suite 1
Columbia, SC 29201

Note that cancellation is not retroactive. If you withdraw your authorization, the institution will deliver any remaining credit balance to you within 14 days after receipt of your cancellation.

Authorization

I voluntarily authorize the institution to hold and manage my Title IV credit balance as described above, and I acknowledge that interest will not be earned on these balances.

Signature: _____

Date: _____