

**Portland Community College
Financial Aid Office**

**Authorization to Deduct
Institutional Charges**

*Portland Community College allows you to charge tuition, fees, books and supplies. In addition to these costs of attendance charges, other charges such as fines and finance charges can accumulate on your account. Answering **Yes** below authorizes PCC to use your Title IV (federal) funds to pay charges in excess of tuition and fees. Some examples of institutional charges are emergency loans, bookstore charges, parking fees, library fines and late fees. Any remaining funds are refunded to you for non-direct college expenses such as rent, transportation, living expenses and childcare.*

I understand my account must be paid in full before I can register for subsequent terms.

I give Portland Community College permission to use my Title IV funds to pay my cost of attendance charges. (Check one box below)

YES (A **YES** response allows you to charge books and supplies). *Note: Dates for charging books and supplies at the PCC bookstore are generally limited to a period from three weeks before each term until two weeks after the term begins. Specific deadline dates for both charging and returning books for refunds are posted each term and are available from the financial aid office. Charging limits are also established and available at any PCC financial aid office or bookstore. Charging privileges are not available to students attending Columbia Gorge or Tillamook Bay Community Colleges.*

NO (A **NO** response will prohibit you from charging books and supplies).
Tuition and fees are automatically deducted

I have read and understand the conditions associated with the option I have selected. I realize that the financial aid office will process this request and that authorization does not occur instantly. I understand I have the right to change this authorization by completing a new authorization form and submitting it to the financial aid office.

Signature

Date

Print Your Name

PCC ID or SSN

*last 3 digits
of SSN*

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