



The University of Tampa
Bursar's Office

Opting Out of the Title IV Authorization for Federal Aid Student Guide

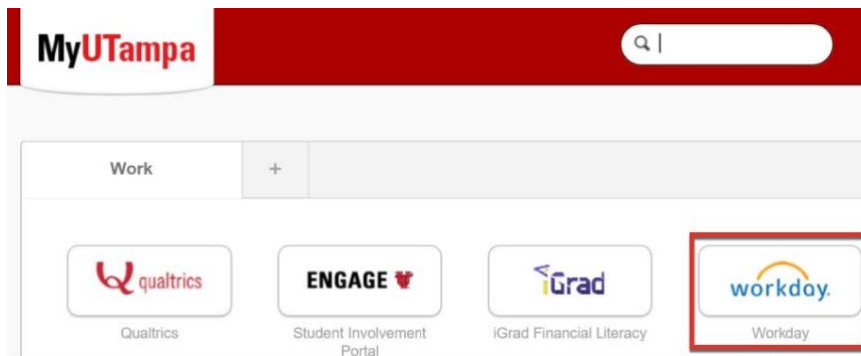
Description

As indicated in the Financial Responsibility Statement, students have the option to opt out of having your Federal Financial apply to other charges than the allowable charges by the institution.

Instructions

To opt out of Federal Aid being applied to miscellaneous charges, students must create a request in Workday.

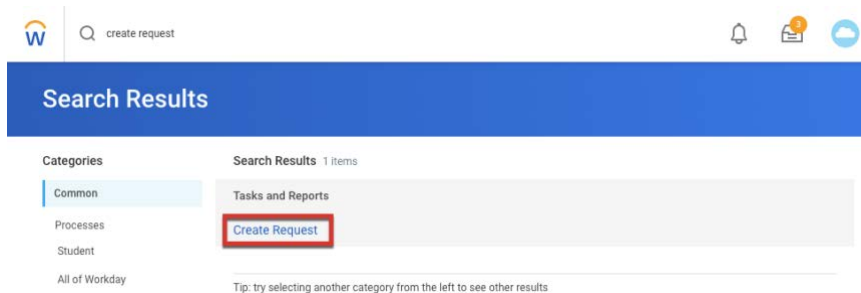
1. Login to **MyUTampa** and select the **Workday** icon.



2. Once in Workday, type **Create Request** in the search bar and hit enter.



3. Select **Create Request**.



4. Click into the Request Type box, select **All** then choose **Student Refund Title IV Opt Out** and click **OK**

The screenshot shows the 'Create Request' interface. At the top, there is a search bar with 'create request' and a 'W' logo. Below that is a blue header with 'Create Request'. The 'Request Type' dropdown is set to 'Student Refund Title IV Opt Out'. At the bottom, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

5. Read and acknowledge the Student Refund Title IV Opt Out information. Enter in your Name and ID number in the box and click on Submit.

The screenshot shows the 'Student Refund Title IV Opt Out' form. It has a blue header with a back arrow and the title. Below the header, there is a warning message: 'Utilized by students who do not want their federal financial aid credit balance used towards outstanding, allowable charges.' This is followed by a statement: 'You have the right to use federal financial aid (Title IV) funds to pay for allowable charges other than institutional charges.' and a bulleted list of charges: 'Federal law allows you to authorize the University of Tampa to use your financial aid funds to cover other allowable charges which include but are not limited to: payment plan processing fees, returned check fees, late fees, and book charges.' and 'You have the right to apply federal financial aid funds to prior year charges, not to exceed \$200.' Below this is another warning: 'If you do not want these funds applied towards outstanding, allowable charges please review the below information.' A text box contains the following text: 'I do not authorize the University of Tampa to use my federal financial aid credit balance to cover tuition, fees, room and board, and/or all other institutional charges. (Ex: book vouchers, payment plan processing fees, returned check fees, late fees) Type your full name and Student ID to acknowledge that you have read and understand this information. (Your authorization or limit of authorization will remain in effect until written notice of change is received.) (Required)'. Below the text box is a large empty text input field (highlighted with a red box). At the bottom, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'.

Your request will then be routed to the Bursar's Office for review and approval.

If you have questions or concerns regarding this request, please contact the Bursar's Office at (813) 253-6202 or e-mail bursar@ut.edu.