

**Office of the Bursar
APPLICATION OF EXCESS CREDITS
TO PRIOR TERM CHARGES**



Preparing people to lead extraordinary lives

Student Name: _____
(Please print)

Loyola ID #: _____

In general, federal student aid funds may only be used to pay for the student's costs for the period for which the funds are provided. In order for Financial Aid Award Year funds to pay charges incurred in a different Financial Aid Award Year, written authorization is required.

Because I have prior term charges outstanding with Loyola University Chicago, I request the excess financial aid funds from the _____ term be applied to the unpaid charges for the _____ term.

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Because I have prior term charges outstanding with Loyola University Chicago, I request the excess financial aid funds from the _____ term be applied to the unpaid charges for the _____ term.

I understand that if I do not elect to have Financial Aid Award Year charges paid by the excess credits from another Financial Aid Award Year, I am responsible for paying the balance to the Bursar and could incur late payment fees on the outstanding charges.

Student Signature

Date

For PLUS Loans:

Because my son/daughter has prior term charges outstanding with Loyola University Chicago, I request the excess financial aid funds from the _____ academic year through a Federal PLUS Loan be applied to any unpaid charges for the _____ term. I understand if I do not elect to have the prior term charges paid by the excess credits, my son/daughter is responsible for paying the balance to the Bursar and could incur late payment fees on the outstanding charges.

Parent Signature

Date

Office of the Bursar, 6339 N. Sheridan Road, Chicago, IL 60626
Phone (773) 508-7705 Fax (773) 508-8727