

## AUTHORIZATION TO PAY HOST INSTITUTION FOR 2009-2010

STUDENT NAME: \_\_\_\_\_

BANNER ID: \_\_\_\_\_

Students complete this form if they are participating in a study abroad program, national student exchange, or any other program or credits in which the student is attending a different university while maintaining matriculation at SUNY Plattsburgh. This form provides SUNY Plattsburgh with legal authority to use your financial aid to pay the other host institution, adjust your financial aid eligibility, and set up proper notification with the Host Institution.

### INSTRUCTIONS

1. Read carefully and complete each section of this document.
2. Attach all documentation and submit to the Financial Aid Office.
3. Complete a *Permission for Off-Campus Study* form and submit it to the Registrar. A copy of this form can be obtained from the Registrar's Office, or the Distance Learning Office if you are a tele-nursing student.

### HOST INSTITUTION

The Host Institution is the university where you will be enrolled in courses. Study Abroad students should use the U.S. university whose program they are studying through, not the college they are taking classes at.

Name of Host Institution: \_\_\_\_\_

Address of Host Institution: \_\_\_\_\_

Semester at Host Institution:    Fall 2009       Winter 2010       Spring 2010       Summer 2010

### AUTHORIZATION

Check one of the boxes below to indicate your intent, if checking the first box you must fill in the amount:

- By signing below, I authorize SUNY Plattsburgh to use my financial aid to pay \$\_\_\_\_\_ (US dollars) to my host institution to cover any outstanding balance at the host institution for my program. I understand that I am responsible for paying the bill at the host institution if it requires payment prior to my financial aid becoming available or if my financial aid does not cover the full balance due.

**OR**

- By signing below, I acknowledge that I have already or will pay the bill balance due at the host institution.

### ATTACH THE FOLLOWING DOCUMENTS

Check the box for the documentation you have attached. Study abroad students will be allowed to submit the *Proof of Registration* at a later date.

- Proof of Registration:* attach a copy of your class schedule or registration confirmation at the host institution.
- Proof of Cost:* attach a copy of your bill for the courses you are taking at your host institution.

### STUDENT SIGNATURE

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Remember to complete a *Permission for Off-Campus Study* form if you have not already done so.**