



Parent - Title IV Credit Balance Hold Authorization Form

2025-2026

*Please note: This form must be completed by the parent borrower listed on the loan application.*

As required by the Higher Education Act, any Title IV funds awarded to a student in excess of these charges must be refunded to the student/parent borrower. A Title IV credit balance will be automatically refunded to the student/parent borrower no later than fourteen (14) days of the crediting of such funds to the student's account. Credit balances as a result of Federal Direct PLUS Loans will be refunded to the parent borrower via a refund check unless the parent requested the credit balance to be paid to the student on the loan application.

Regulations governing how Title IV funds are processed (34 CFR 668.165(b)) allow for students or parents to voluntarily authorize the University to handle Title IV credit balances in different ways. Students can authorize the University to hold on behalf of the student, any Title IV credit balances and apply such Title IV credit balances to a future semester. Students can authorize the University to apply Title IV credit balances to non-authorized charges. Parents who have borrowed under the Federal Direct PLUS Loan program on a student's behalf can authorize that any applicable Title IV credit balance be held on the student account and applied to future charges. Title IV credit balances will be refunded at the end of the award year, or if/when the student has separate from the University. Any such authorization or revocation of an authorization takes effect as of the date indicated on this form and is valid through the current award year.

To exercise this authorization, please complete and submit this form by emailing it to [OneStop@scu.edu](mailto:OneStop@scu.edu). **A new form must be submitted every award year.**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First MI

Authorize  Cancel  Credit Balance Authorizations

**OPTION TO RETURN EXCESS TITLE IV CREDIT BALANCE**

I understand that I can request to return the excess credit balance from a Federal Direct PLUS Loan by emailing [onestop@scu.edu](mailto:onestop@scu.edu) within 14 days of the loan disbursement each term.

**HOLD CREDIT BALANCE RESULTING FROM FEDERAL DIRECT PLUS LOAN**

I authorize Santa Clara University to retain a credit balance resulting from a Federal Direct PLUS Loan which I have borrowed on behalf of my child and to apply it to a future quarter.

**ANY REMAINING CREDIT BALANCE WILL BE REFUNDED AT THE END OF THE AWARD YEAR**

I authorize Santa Clara University to issue a refund for any Title IV credit balance from a Federal Direct PLUS Loan at the end of the award year or once my student has separated from the University.

I understand that this is a voluntary authorization, and that I may revoke this authorization by submitting a subsequent form canceling this authorization.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Full Name \_\_\_\_\_  
(as listed on loan application)

Email \_\_\_\_\_

**One Stop Office**

Schott Admissions & Enrollment Services Center  
Phone: 408-551-1000/ Email: [onestop@scu.edu](mailto:onestop@scu.edu)

07/10/2025