



**Excess Fund Transfer Agreement
Eligible for ONLINE and GRADUATE Students ONLY**

Please complete and return to:
Utica College, Student Financial Services
1600 Burrstone Road, Utica, New York 13502
Fax: 315-792-3368 • Email: sfs@utica.edu

I understand that my financial aid and/or payments exceed my charges for this semester, creating an excess of funds that I wish to use for the purchase of books and/or educational supplies. Therefore, I hereby authorize Utica College to make payment directly on my behalf to the Utica College Bookstore using excess funds (anticipated or finalized) from my student account creating a Book Line of Credit (BLOC).

I certify that I am currently attending classes at Utica College. In the event that I withdraw from this semester or if there are any changes in my financial aid resulting in a balance due, I understand that I will be responsible to pay any remaining balance, including the amount of these excess funds.

If you are in an 8 week program, please order books for both session D1 and session D2 at the beginning of the semester. Book lines of credit (BLOC) expire well before D2 sessions begins.

Student Name _____ Student ID _____

Amount requested \$ _____

Student Signature

Date

For Office Use:

Title IV Funds Satisfied	Y	N			
Parent Loan on Account	Y	N	If Yes, Permission to Release to Student	Y	N
Enrollment Status	FT	PT			
Verification Complete	Y	N			
Anticipated Refund	\$	_____			
BLOC Approved Amount	\$	_____			
Counselor	_____	Date	_____	Director Approval (if needed)	_____