Department of Education regulations require specific language and affirmative acknowledgement on a student's part before a school can apply TIV funds for certain charges.

When a student who has not yet accepted an award goes into Student Center to accept awards, he/she will see a box with your school’s text concerning using their excess funds to pay bills. If the student says “yes”, they can go on to accept their awards and an entry will be made on a table to keep track of the transaction.

If the student says no, they see a second school specific message. If they acknowledge they do not want to allow the school to use their excess aid to pay all their bills, a comment to that effect is put on the FA Status page and any undisbursed awards on award entry have their charge priority changed to “TITLEIV”, which only allows Title IV aid to be used for specific allowable charges. A record of the decision is also made. A Comment Code is also posted and available for viewing on the View Financial Aid Status page.

If the student changes his/her mind, a second comment is put on FA Status and those transactions are recorded.

Two Queries can be run to determine which students have said “No”. Query NDU_FA_0197 reflects students who answered “No” to the question at any time during the aid year. Query NDU_FA_0197_1 reflects students who answered “No” the last time they answered the question for the prompted aid year.

Two Queries can be run to determine which parents have said “No”. Query NDU_FA_0197_2 reflects parents who answered “No” to the question at any time during the aid year. Query NDU_FA_0197_3 reflects parents who answered “No” the last time they answered the question for the prompted aid year.

Two new pages are now available to help you manage these choices, and to help you better assist students and parents. Using these screens, we’ll have a record of all charge priority changes, whether they were made by a student or by a staff member on behalf of a student or parent.

The charge priority on a PLUS would normally be made when the NDU DL PLUS School Cert Request indicates a School Credit Balance Option chosen by the parent at the time he or she applied for the loan.

The School Credit Balance Options are:
- Borrower (False, do not use FSA funds to pay for allowable educationally related charges other than tuition, fees, and room and board (if the student contracts with the school), or
- School (True, use FSA funds to pay for allowable educationally related charges other than tuition, fees, and room and board (if the student contracts with the school)

As part of this project, the Charge Priority field on the student’s Award Entry page has been made Read Only.

The pages available to make changes are:
Allows you to change the Charge Priority of federal student aid (excluding parent PLUS) and to record a comment as necessary.

- Make a comment as appropriate (for example, “As requested by student during office visit on 5/2/2015”)
- Click on the “Change Student Response” button
- You’ll be presented with the same message boxes that the student sees in Student Center; respond appropriately.
  - Respond “No” to change the Charge Priority from Fed Aid to Title IV;
  - Response “Yes” to change the Charge Priority from Title IV to Fed Aid.
- The page will update to reflect the current charge priorities
- The appropriate comment will be posted to the Financial Aid Status page and reflected on queries NDU_FA_0197 and/or NDU_FA_0197_1, as appropriate.
Allows you to change the Charge Priority of a federal parent PLUS loan and to record a comment as necessary.

- Find the page using the borrower/parent’s EmplID, SSAN or name, on the top of the search page, or the student’s EmplID at the bottom.
- Make a comment as appropriate (for example, “As requested by parent during office visit on 5/2/2015”).
- Click on the “Change Student Response” button.
- You’ll be presented with the same message boxes that the student sees in Student Center.
  - Respond “No” to change the Charge Priority from Fed Aid to Title IV;
  - Respond “Yes” to change the Charge Priority from Title IV to Fed Aid.
- The page will update to reflect the current charge priorities.
- The appropriate comment will be posted to the student’s Financial Aid Status page and on Queries NDU_FA_0197_2 and NDU_FA_0197_3.
The text in the message boxes and on the comments is school specific. If your school desires different text, please contact Campus Solutions. The text assignments are handled here.