

**Student's Authorization of
 Deduction from Student Financial
 Aid Monies for Payment of
 Outstanding Housing/Food Service
 Debt Obligation**

The student named below (hereinafter "student"), acknowledges the existence of a valid and currently outstanding debt obligation in sum of _____ ("the debt") which student owes to the California State University, Fresno Association, Inc. doing business as University Courtyard (hereinafter "University Courtyard") for housing and/or food service goods, services and/or benefits previously provided to student by/through University Courtyard. Student voluntarily consents to, authorizes and directs the Financial Aid Office at California State University, Fresno to deduct the amount of _____ from student's financial aid monies to which student is currently entitled, and pay said amount directly to University Courtyard, said sum constituting a credit against the debt. Student hereby assigns, grants, conveys, transfer and releases to University Courtyard all right, title and interest in the aforementioned amount to be deducted from student's financial aid monies, and student further agrees to execute any and all documents necessary to effect such deduction.

Required:

 Fresno State ID#

 Contact Telephone #

 Student Name (Printed)

 Student Signature /Date

Checklist of documents that must be provided to University Courtyard prior to signing over your loan, grant, scholarship, etc. NO EXCEPTIONS.

1. Copy of student portal showing loan has been accepted and/or amount of scholarship, grant, etc. which has not been disbursed.
2. Copy of scholarship award letter which indicates disbursement date and amount of scholarship.
3. Copy of completed on-line workshop (loans only).
4. Copy of promissory note (loans only) must be provided no later than _____ or form will be void and you will be required to make your payments by the scheduled due date(s).

Accounting use only

Received by _____ Log Updated _____

Posted by _____ Spreadsheet Updated _____

Odyssey Updated

FA Amount _____ or FA Amount Spring _____

Accounting Use Only _____