Welcome to Northeastern Illinois University!

Here are the steps and a visual of how to say ‘yes’ for the Financial Aid Office to use your financial aid awards and pay your University billing charges.

- **FIRST** make sure the Financial Aid Office is requesting this authorization from you. To do this, check the Financial Aid Requirements on NEIUport and verify that there is a red flag next to Title IV Authorization.
- Once you have seen the red flag asking for the Authorization, check on ‘Financial Aid Awards’ for the 2015-2016 award year, this should take you to another screen with multiple tabs.
- The first tab you see is that of General Information, click on the tab that reads ‘Resources/Additional Information’ and you will find a series of questions:
  - Anticipated enrollment for all three terms of the 2015-2016 award year
  - Anticipated graduation date
  - ‘Title IV Authorization’ – ‘click yes’
- Click the ‘Submit’ button.
- If you are unable to click ‘Submit’ or answer the question, please provide our office with a written authorization statement containing your signature and today’s date. A print out of NEIUport with the authorization question is acceptable as long as your signature is included.
- Once our office has reviewed your answer ‘yes’ the ‘Title IV Authorization’ will now appear with a green check mark under ‘Financial Aid Requirements’

*Estimated FULL-TIME Award Package for Award Year*

*Additional Information*

- Please answer the questions displayed above. Also, if you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below. Once all answers and additional resource information are entered, please press Submit to send this information to the Financial Aid Office.

- Do you plan to enroll at NEIU during the Fall term?
- Do you plan to enroll at NEIU during the Spring term?
- Do you plan to enroll at NEIU during the Summer term?

Please indicate your Anticipated Date of Graduation:

**ANSWER THIS QUESTION ONLY IF A RED FLAG APPEARS UNDER FINANCIAL AID REQUIREMENTS FOR TITLE IV AUTHORIZATION:** authorize the NEIU Financial Aid Office to apply my grant funds toward any outstanding charges incurred while attending NEIU (i.e., tuition, emergency loans). I authorize the NEIU Financial Aid Office to apply my grant funds toward any outstanding charges incurred while attending NEIU (i.e., tuition, emergency loans). I authorize the NEIU Financial Aid Office to apply my grant and/or loan funds toward any purchases that I make at Jack’s Book Store. I declare under penalty of perjury that all information I have provided to the Financial Aid Office is true, complete and accurate.

Submit Information