

2017-2018 Capstone Financial Aid Agreement Form - Paca and Tubman Houses



Instructions: Complete this form if you plan to use financial aid funds (including student or parent loans) to pay your rent.

Rent Payment Process:

- 1) Paca & Tubman Houses are classified as “On-Campus Housing,” but are privately owned and privately managed by Capstone.
- 2) **Towson University (TU) will not include my rent costs in my TU bill and will not directly pay my rent.**
- 3) TU charges students and disburses financial aid for one semester at a time. If my financial aid exceeds my TU charges, TU will issue me a “financial aid rebate,” and I can use my rebate funds to pay my rent to Capstone.
- 4) **The earliest date that aid rebate checks will be available is approximately 10 days before the start of each term.**
- 5) **The Bursar’s Office will send an e-mail to my campus e-mail account telling me when my funds will be disbursed.**

My Responsibilities:

- 1) To prevent late disbursement of my financial aid rebate, I must promptly and accurately submit all required financial aid application documents to the Financial Aid Office by their requested submission deadlines. Please visit your To-do list for details.
- 2) If I have not received a **rebate** notification e-mail **by the second week of classes** or **within ten (10) days** of the estimated rebate date listed below (whichever is later), I must do both of the following:
 - a. Contact the TU Financial Aid Office (finaid@towson.edu or 410-704-4236) to investigate the disbursement status of my financial aid.
 - b. Send an e-mail or other written communication to Capstone with the estimated disbursement status of my rebate or my account will be automatically subject to a 5% late fee (no appeals will be granted).
- 3) When I receive each rebate, I must immediately deposit it into my bank account if I receive a paper check.. If the money is directly deposited I must submit a payment to Capstone Management within 5 business days of receiving said aid. **If payment is not received within five business days, I will be assessed a five percent (5%) late fee and additional action may be taken.**
- 4) If my estimated or final financial aid rebate amount is less than the rental amount due, I must pay the remaining balance by the License due date or will be subject to a late fee.
- 5) If my financial aid awards change, and I will not be receiving enough aid funds to cover my rent costs, I must immediately contact Capstone to make alternate payment arrangements.
- 6) I understand that Paca & Tubman Houses is authorized to verify all of my financial aid information including verifying rebate status and eligibility criteria with authorized University Offices and Departments.

Required Documentation: <input type="checkbox"/> You must attach a copy of your Financial Aid Notification or Award Summary (To print your Award Summary, visit: https://inside.towson.edu/psLogin/ Then choose “Self Service,” “Student Center,” “Finances,” and “View Financial Aid.”)	
Required Aid Information: Total Approved Aid Per Semester? \$ _____ Total Aid To Be Applied Toward Rent? \$ _____	Estimated Rebate Receipt Date: Fall 2017: <input type="checkbox"/> Standard* Date Late* Date: _____ Spring 2018: <input type="checkbox"/> Standard* Date Late* Date: _____

*For on-time aid applications, the standard and earliest possible financial aid rebate check is 10 days before classes start.

*If your aid will not be ready to disburse by the standard date, then please list your estimated rebate check late disbursement date.

I have read and understand this form and agree to fulfill the responsibilities listed above.

Student Printed Name

Parental Guarantor Printed Name

Student Signature

Date

Parental Guarantor Signature

Date