

TITLE IV AUTHORIZATION

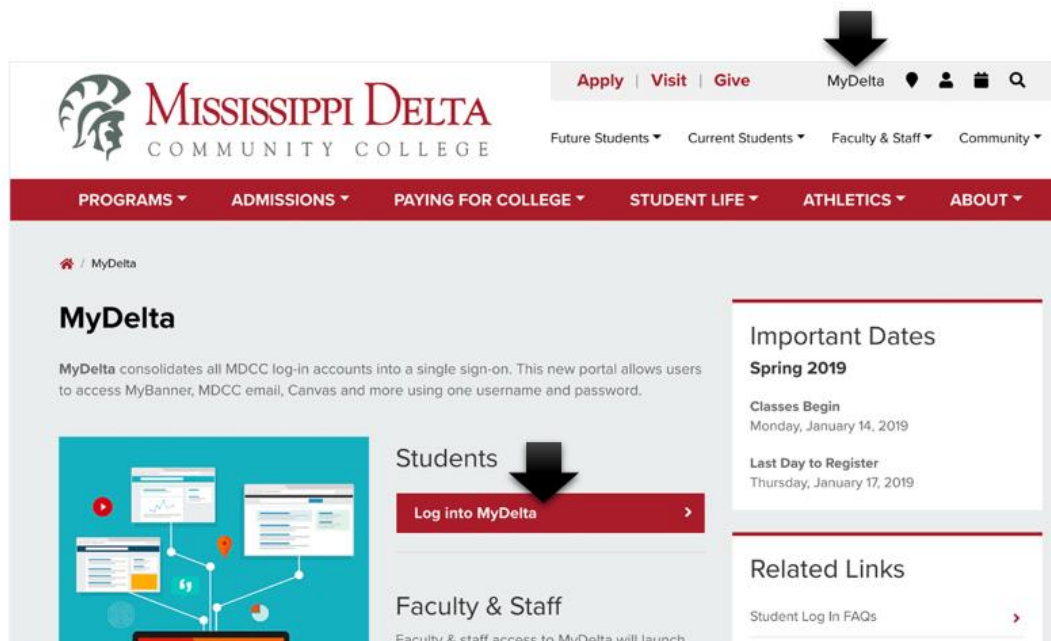
By electronically signing this document, you understand that this is a voluntary authorization and is valid from the date of signing. Additionally, you also understand that you can rescind this authorization at any time prior to incurring such charges by submitting a written notice to the Business Office.

Tuition, fees, room and board charges will be automatically deducted from the Federal financial aid funds (such as Pell grant, SEOG grant) you receive. Federal guidelines require you to authorize MDCC to use Federal financial aid funds to pay any non-institutional charges such as bookstore charges and inclusive access fees, program fees, fines, parking decals and tickets, etc. You may also authorize MDCC to pay up to \$200 on a prior year balance you may have.

If you choose not to authorize MDCC to pay these non-institutional charges with your Federal financial aid, **you will be responsible for paying any outstanding debt to the College.**

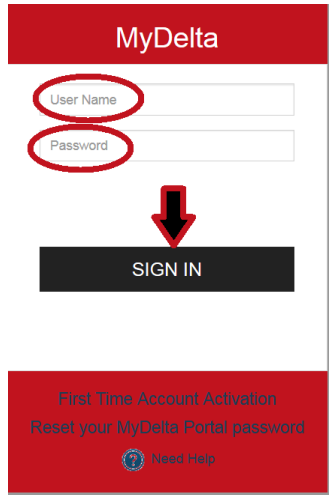
To electronically choose your authorization options and electronically sign your Title IV Authorization form, students must log in to the MyDelta Portal as follows.

1. Access the MDCC website – www.msdelta.edu – and click on **MyDelta** at the top right; then, click on the **Log into MyDelta** link under Students. (**OR** use the MyDelta Portal direct link – <https://my.msdelta.edu>)



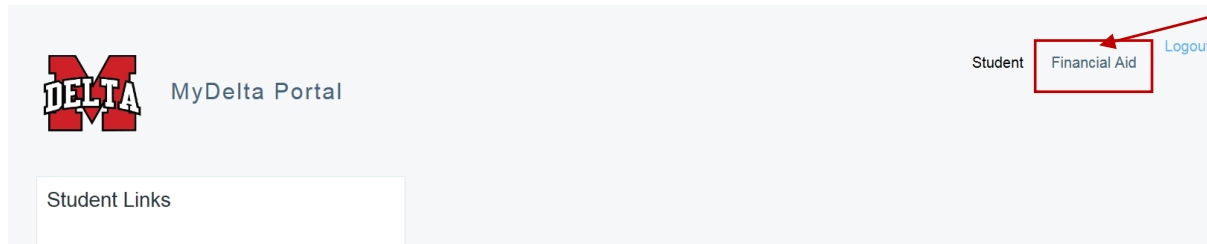
The screenshot shows the Mississippi Delta Community College website. At the top right, there is a 'MyDelta' link with a dropdown arrow. Below the main navigation bar, there is a 'Students' section with a 'Log into MyDelta' button. A large black arrow points from the 'MyDelta' link in the top right to the 'Log into MyDelta' button. Another black arrow points from the 'Students' section to the 'Log into MyDelta' button. The page also features a 'Future Students' dropdown menu, a 'Current Students' dropdown menu, a 'Faculty & Staff' dropdown menu, and a 'Community' dropdown menu. The main navigation bar includes 'PROGRAMS', 'ADMISSIONS', 'PAYING FOR COLLEGE', 'STUDENT LIFE', 'ATHLETICS', and 'ABOUT'. The 'MyDelta' section includes a description: 'MyDelta consolidates all MDCC log-in accounts into a single sign-on. This new portal allows users to access MyBanner, MDCC email, Canvas and more using one username and password.' There is also an 'Important Dates' section for Spring 2019, listing 'Classes Begin' on Monday, January 14, 2019, and 'Last Day to Register' on Thursday, January 17, 2019. A 'Related Links' section includes a link to 'Student Log In FAQs'.

- From the portal log in screen, enter your Portal User Name and password, and click the **Sign In** button.

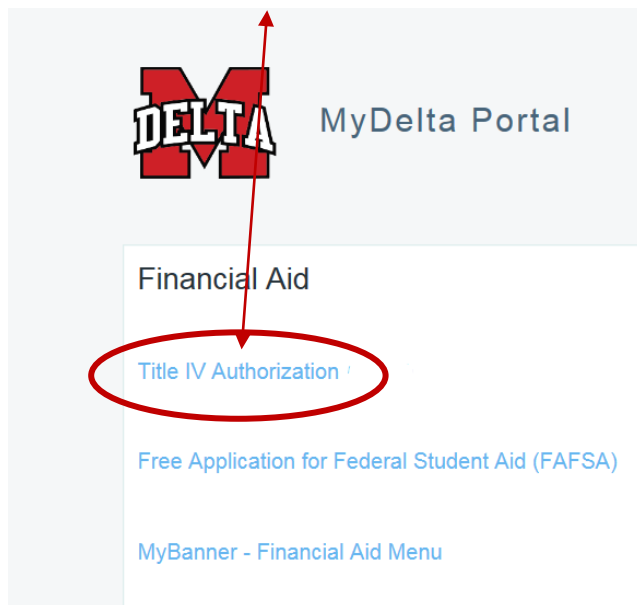


The image shows the MyDelta login interface. At the top is a red header with the 'MyDelta' logo. Below it are two input fields: 'User Name' and 'Password', both of which are circled in red. A large red arrow points downwards from the password field to a black 'SIGN IN' button. At the bottom of the page, there is a red footer containing links for 'First Time Account Activation', 'Reset your MyDelta Portal password', and 'Need Help' with an information icon.

- Once logged in to the MyDelta Portal, to complete your Title IV Authorization form, click on **Financial Aid** at the top.



- Select **Title IV Authorization**.



- Read the Legal Notice carefully before proceeding to Authorization Statement section.
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Mississippi Delta Community College

Title IV Authorization

Legal Notice

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- To authorize MDCC to use your Federal financial aid funds to pay non-institutional charges such as bookstore charges, inclusive access fees, program fees, fines, parking decals, tickets, etc., **select your authorization choice(s) as shown below** and then click the **Save Changes** button.

Authorization Statement

Doe, John A. (D00123456)

- I authorize MDCC to apply any Federal funds I receive toward non-institutional charges as listed above.**

Prior Year Authorization Statement

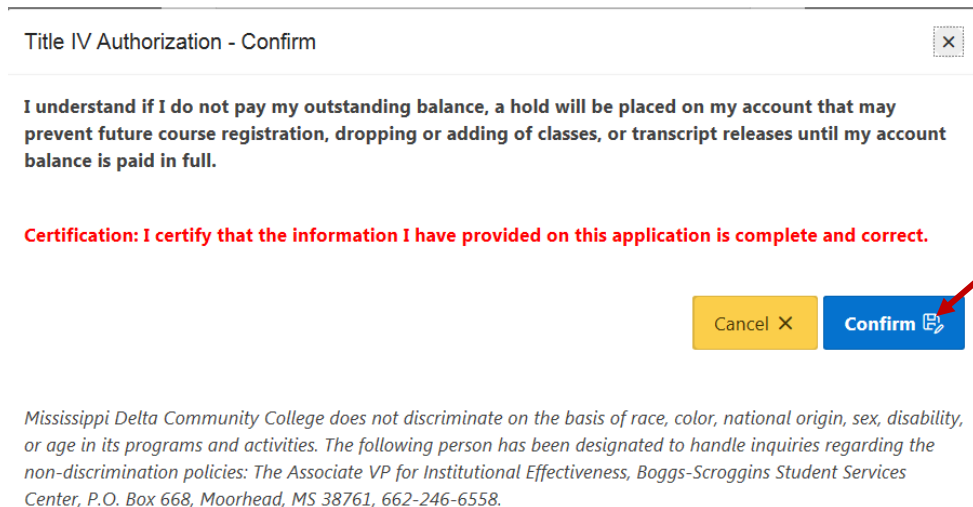
Doe, John A. (D00123456)

- I authorize MDCC to apply any Federal funds I receive toward prior year charges of up to \$200.00.**

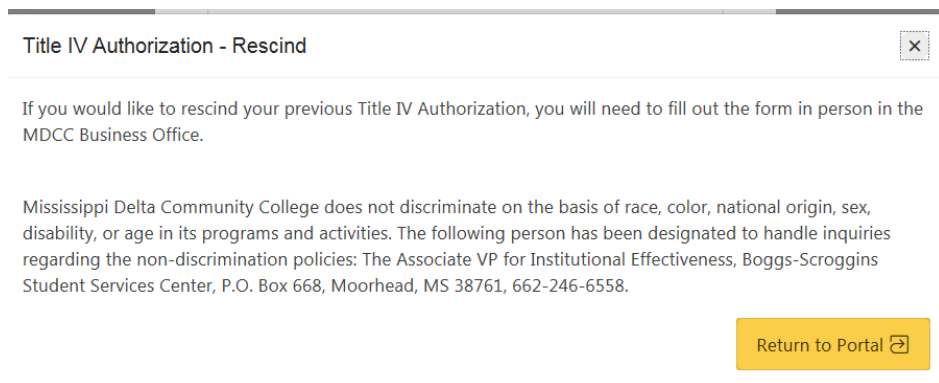
[Return to Portal](#) ↗

[Save Changes](#)

- When the Title IV Authorization Confirm screen pops up, **read the statements carefully**, and click the **Confirm** button to save your authorization choice(s).



- You will be taken back to the completed Authorization form where you'll see a **Return to Portal** button and an **Option to Rescind this Authorization** button at the bottom. The Return to Portal button takes you back to the MyDelta Portal. **Please note that you cannot electronically rescind your Title IV authorization(s).** Clicking the **Option to Rescind this Authorization** button will provide you with instructions on how to rescind your authorization.



**** TO KEEP YOUR INFORMATION SECURE, ALWAYS BE SURE TO SIGN OUT OF YOUR ACCOUNTS (EMAIL, CANVAS, MYBANNER, OFFICE 365 AND MYDELTA PORTAL) WHEN NOT IN USE! ****