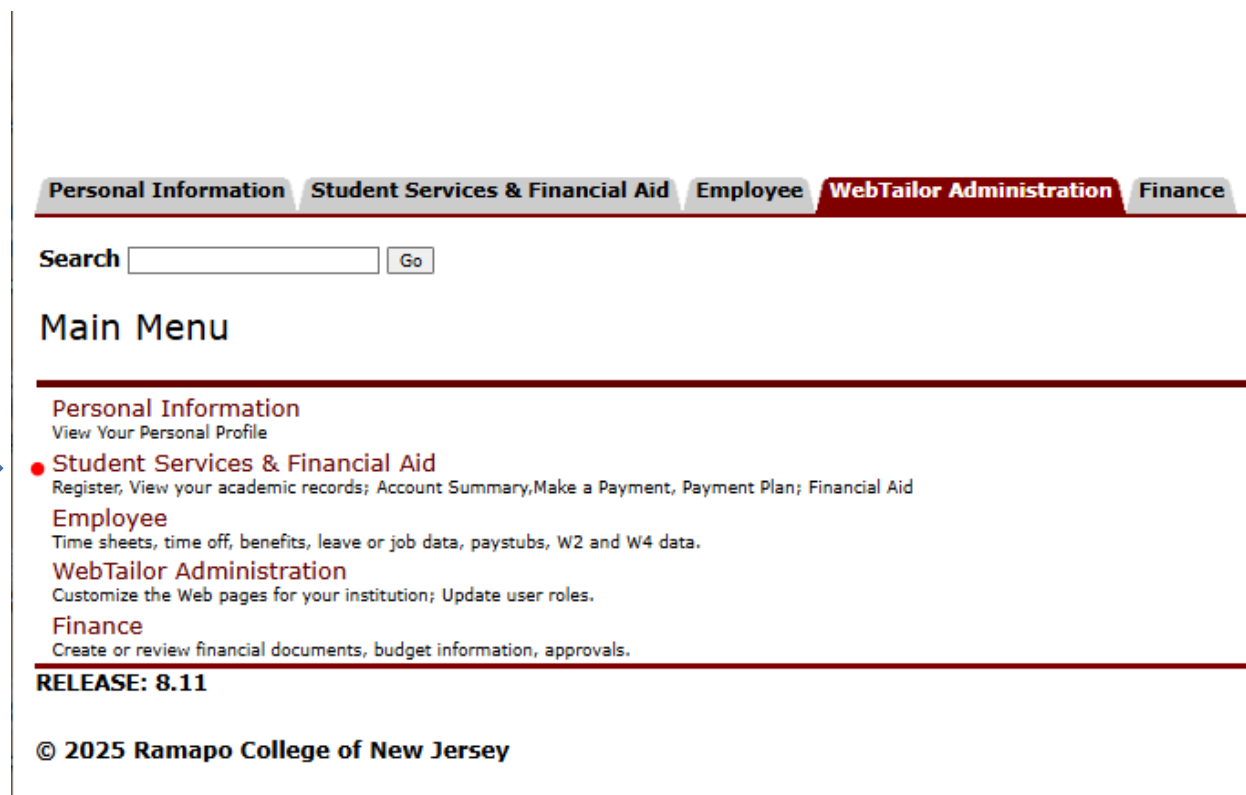# Title IV Authorization of Non-Allowable Charges

Ramapo College, in compliance with Federal regulations, must obtain voluntary permission from a student to apply Federal financial aid proceeds (Title IV funds) to pay for charges (up to $200) related to a prior semester, or to pay non-allowable, educationally-related charges such as parking, bookstore charges, medical insurance, etc.

In order to complete this voluntary permission, you must answer the question posted in the Financial Aid Dashboard section of the MyRamapo portal. **Please keep in mind**, if you decline to give permission certain charges like parking, book vouchers, and other fees will remain unpaid which can result in a financial hold on your account preventing you from registering or receiving your diploma.

This voluntary permission is only required once for your tenure at Ramapo College and can be rescinded by you at any time.

Below are the step-by-step instructions that can be used to complete the voluntary permission:

1. **Log in to the MyRamapo portal (web.ramapo.edu)**
2. **Click on the *Ramapo Self Service/Web Registration* box**
3. **Enter your Ramapo username and password, then click the Login button**
4. **Click on *Student Services & Financial Aid* from the self-service home page:**

| Personal Information | Student Services & Financial Aid | Employee | WebTailor Administration | Finance |

Search [   ] [Go]

Main Menu

Personal Information
View Your Personal Profile

● **Student Services & Financial Aid**
Register, View your academic records; Account Summary,Make a Payment, Payment Plan; Financial Aid

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.

WebTailor Administration
Customize the Web pages for your institution; Update user roles.

Finance
Create or review financial documents, budget information, approvals.

RELEASE: 8.11

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5. Click on *Financial Aid Dashboard*:

6. In the upper right-hand corner, drop down the *Aid Year* box and choose *2526 Aid Year* (if not already there)
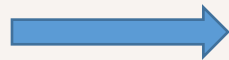
7. In the *Responses Required* section, click on the *View Questions* link on the right-hand side

Financial Aid

Aid Year: Award Year 2024-2... ˅

Home   Offer   Resources   Notifications   Satisfactory Academic Progress   College Financing Plan

Responses Required ⑦

| ? | Questions from the Financial Aid Office
Please answer the questions from FAO | VIEW QUESTIONS |

Student Requirements ⑦

Unsatisfied Requirements

| ⚠ | Title IV Authorization
Last update: 04/01/2025 | REQUIRED NOT RECEIVED |

8. Read and review the Title IV Authorization question:

Questions from the Financial Aid Office   ✕

ⓘ   Please answer the following mandatory questions to view your financial aid awards.

I authorize RAMAPO COLLEGE OF NJ (RCNJ) to apply any federal (Title IV) funds I receive toward non-institutional charges including, but not limited to: bookstore vouchers, library fees, parking permits/fines, program-specific fees, fees for lost or damaged equipment/property, testing fees, course withdrawal fees, health center service charges, etc. I also authorize the use of up to $200 of a prior year balance to cover any outstanding charges. I understand that if I do not authorize RAMAPO COLLEGE OF NJ (RCNJ) to pay these charges with my financial aid funds, I will be responsible for paying all non-institutional charges owed to the University.

9. **To Authorize (recommended) or Decline, click in the red box under the question to display the answers and choose one. Then click Submit:**

Questions from the Financial Aid Office ✕

I authorize RAMAPO COLLEGE OF NJ (RCNJ) to apply any federal (Title IV) funds I receive toward non-institutional charges including, but not limited to: bookstore vouchers, library fees, parking permits/fines, program-specific fees, fees for lost or damaged equipment/property, testing fees, course withdrawal fees, health center service charges, etc. I also authorize the use of up to $200 of a prior year balance to cover any outstanding charges. I understand that if I do not authorize RAMAPO COLLEGE OF NJ (RCNJ) to pay these charges with my financial aid funds, I will be responsible for paying all non-institutional charges owed to the University.

🔍

Authorize (Recommended)

Decline

10. **Once Submitted, you will see the following notification that your answer is waiting for review. Click the "X" in the upper right-hand corner to exit the acknowledgment**

Questions from the Financial Aid Office ✕

ⓘ Please answer the following mandatory questions to view your financial aid awards.

Submit

Answers Waiting Review

Question	Answer	
I authorize RAMAPO COLLEGE OF NJ (RCNJ) to apply ...	Authorize (Recommended)	⌄

11. **Once processed, you will see your Title IV Authorization under the Satisfied Requirements in the Dashboard**

Home   Offer   Resources   Notifications   Satisfactory Academic Progress   College Financing Plan

Student Requirements ⓘ

Satisfied Requirements

✓ Federal Student Financial Aid Application
  Last update: 03/24/2025   RECEIVED

✓ Title IV Authorization
  Last update: 07/09/2025   TITLE IV AUTHORIZED