

Title IV Authorization of Non-Allowable Charges

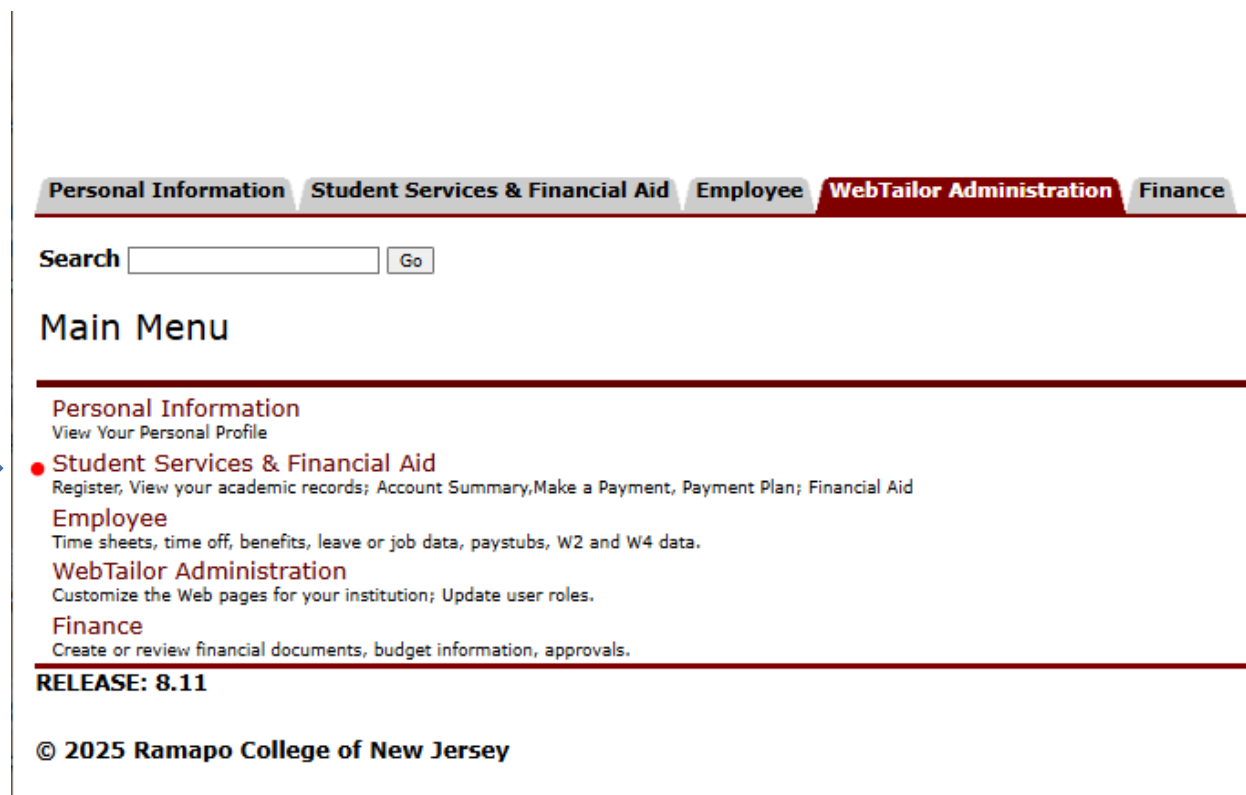
Ramapo College, in compliance with Federal regulations, must obtain voluntary permission from a student to apply Federal financial aid proceeds (Title IV funds) to pay for charges (up to \$200) related to a prior semester, or to pay non-allowable, educationally-related charges such as parking, bookstore 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This voluntary permission is only required once for your tenure at Ramapo College and can be rescinded by you at any time.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:



The screenshot shows the MyRamapo portal interface. At the top, there is a navigation bar with tabs: Personal Information, Student Services & Financial Aid, Employee, WebTailor Administration, and Finance. Below this is a search bar with a 'Go' button. The main menu is displayed below the search bar. A blue arrow points to the 'Student Services & Financial Aid' option, which is highlighted with a red dot. The menu items are: 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), and Finance (Create or review financial documents, budget information, approvals). At the bottom, it says 'RELEASE: 8.11' and '© 2025 Ramapo College of New Jersey'.

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.

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5. Click on *Financial Aid Dashboard*:

Personal Information **Student Services & Financial Aid** Emplo

Search Go



Student Services & Financial Aid

Registration

Student Records

View your Student Profile, Apply to Graduate

● **Financial Aid Dashboard**

Financial Aid Dashboard

Bill and Payment Suite

Pay your bill in the Touchnet Suite

Parking Waivers

Medical Insurance Waivers

Enrollment Verification

Provided through the National Student Clearinghouse Secure Website

Online NJ Transit Student Pass Enroll

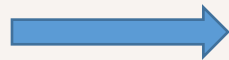
Online NJ Transit Student Pass Login

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6. In the upper right-hand corner, drop down the *Aid Year* box and choose *2526 Aid Year* (if not already there)

Financial Aid



Aid Year: 2526 Aid Year  

Home

Offer

Resources

Notifications

Satisfactory Academic Progress

College Financing Plan

7. In the *Responses Required* section, click on the *View Questions* link on the right-hand side

The screenshot shows the 'Financial Aid' dashboard. At the top right, it says 'Aid Year: Award Year 2024-25'. Below the header is a navigation bar with links: Home, Offer, Resources, Notifications, Satisfactory Academic Progress, and College Financing Plan. The main section is titled 'Responses Required' with a help icon. Below this, there is a red-bordered box containing a question mark icon, the text 'Questions from the Financial Aid Office', and 'Please answer the questions from FAO'. To the right of this box is a red 'VIEW QUESTIONS' link, which is pointed to by a blue arrow. Below the red box is the 'Student Requirements' section, which includes 'Unsatisfied Requirements'. At the bottom, there is a 'Title IV Authorization' section with a warning icon, the text 'Title IV Authorization', 'Last update: 04/01/2025', and a yellow box that says 'REQUIRED NOT RECEIVED'.

8. Read and review the Title IV Authorization question:

The screenshot shows a modal titled 'Questions from the Financial Aid Office' with a close button (X) in the top right corner. Inside the modal, there is a light blue box with an information icon and the text: 'Please answer the following mandatory questions to view your financial aid awards.' Below this, there is a paragraph of text: '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.' A blue arrow points to this paragraph. At the bottom of the modal, there is a red-outlined rectangular box with a small 'X' icon inside.

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