

Release of Information to Landlord



NORTHERN ILLINOIS UNIVERSITY

Financial Aid and Scholarship Office

Your Future. Our Focus.

Submit to:

Financial Aid and Scholarship Office

Swen Parson Hall 245

DeKalb, IL 60115

NIU Student Information

Name _____
Last First MI Z-ID

Student Authorization

I request the Financial Aid and Scholarship Office at Northern Illinois University to provide information about my expected future credit balance refund for my landlord. I do not plan on adding charges to my account, changing enrollment or canceling any currently accepted aid. (Check one option below.)

_____ Mail or _____ Fax the completed form to the Landlord contact below. _____ Return the form to me.

Signature of Student

Date

Landlord Information (Only required if mail or fax to Landlord is selected above)

Name _____
Landlord Phone Number Fax Number – Optional

Address _____
Street City State Zip Code

It is the student's responsibility to make payments to their landlord. Payments will not be mailed from the University to a landlord. The information below is based on the student's registration and financial aid *as of the Financial Aid signature date*. Refunds are disbursed directly to the student.

NIU does not provide a breakdown of financial aid to landlords. NIU reviews the account detail and compares scheduled charges with payments, grants, scholarships, federal loans, private loans, institutional waivers and other sources of credit to certify the anticipated refund amount. An anticipated refund does not imply aid from a specific program. If additional detail is required, the student can print a copy of their financial aid award, scholarship letter and/or student account statement from MyNIU and provide directly to the landlord.

Completed by NIU Financial Aid and Scholarship Office

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_____ This student has current registration for _____ (semester / year).

_____ This student is currently scheduled to receive a credit balance refund.

Estimated issue date: _____ allow 5 to 7 business days for funds to be available

Estimated Refund amount: \$ _____ (Students with anticipated refunds larger than their landlord obligation may request certification of only the anticipated refund amount owed to landlord.)

Printed Name of Financial Aid Administrator

Signature of Financial Aid Administrator

Date