



Grayson College Financial Aid

# Past Due Payment Authorization 2025-2026

Authorization to apply current aid to past due balance for the current year or prior year balance up to \$200.

\* = required field

## Student Information

Student Name\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

Student ID\* \_\_\_\_\_ Phone Number\*: \_\_\_\_\_

Date of Birth (m/d/yyyy)\* \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## Student Address

Street Address\*: \_\_\_\_\_

City, State, and Zip Code\* \_\_\_\_\_

## Past due balance request for the current academic year

I understand I have a past due amount/R2T4/Grant Overpayment for the CURRENT academic year. If this past due payment authorization is approved, I authorize Grayson College to deduct the balance from my current financial aid awards.

Amount: \_\_\_\_\_ From Term/Year \_\_\_\_\_ For Term/Year \_\_\_\_\_

**Please attach previous and current semester billing statements for review.**

## Past due balance request for a past academic year

I understand I have a past due amount/R2T4/Grant Overpayment for the PREVIOUS academic year. If this past due payment authorization is approved, I authorize Grayson College to deduct up to \$200 from my current financial aid awards.

From Term/Year \_\_\_\_\_ For Term/Year \_\_\_\_\_

**I understand I am required to pay the prior year balance down to \$200 and provide a receipt in order for this authorization to be processed.**

## Signatures

Student Printed Name\*: \_\_\_\_\_

Student Signature\* ☒ \_\_\_\_\_ Date (mm/dd/yyyy)\* \_\_\_\_\_

I understand that after I submit this request, the Director of Financial Aid and the Director of the Business Office will review my request and reach a decision on my account. After the decision is made, I will be notified on my student account through "MyViking."

Please fill and sign completed form, and return to :

Grayson College Financial Aid Office.

6101 Grayson Drive • Denison TX, 75020-8299

Email Forms to: [financialaid@grayson.edu](mailto:financialaid@grayson.edu)

Fax forms to: 903.463.3908

**Students are REQUIRED to use their GC canvas account or their GC email account for all electronic communication. GC faculty and staff will not reply to student communication that is sent through an email account other than their GC issued email account or canvas account in order to ensure the identity of the student when communicating electronically.**

### Office Use Only

Current Awards: \_\_\_\_\_ Current Bal: \_\_\_\_\_ Past Due Bal: \_\_\_\_\_ Remaining Amt: \_\_\_\_\_

SAP: ☐ Good ☐ AP ☐ Warn ☐ Susp. Docs Complete: ☐ Yes ☐ No ☐ Approved ☐ Denied

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: