



**SEATTLE
UNIVERSITY**

ENROLLMENT SERVICES
Office of Student Financial Services
901 12th Avenue, P.O. Box 222000
Seattle, WA 98122-1090

Tel.: (206) 296-2000 Fax: (206) 296-5755
financialservices@seattleu.edu

POWER OF ATTORNEY (POA)

For Student Financial Services purposes a Power of Attorney (POA) form is needed when a student is not available to sign paper checks (loans, scholarships, grants) or other financial aid documents. For example, if you are participating in an education abroad program you may be out of the state when checks arrive and unavailable to sign them over to Seattle University to be applied on your student account. Therefore, you would need to designate someone to sign in your absence.

Directions for completing Power of Attorney forms:

1. You and your designated person (does not need to be an attorney) complete the POA form in the presence of a notary and have it notarized. Notary publics are available at many local banks.
2. You send a copy of the POA form to Office of Student Financial Services, Seattle University, 901 - 12th Avenue, P.O. Box 222000, Seattle, WA 98122-1090 so that we know whom to contact while you are away. Please include the phone number and complete address of your designated person and be sure they will be able to come to Seattle University during business hours: Monday and Tuesday 9:00 a.m. to 6:00 p.m. and Wednesday, Thursday and Friday 9:00 a.m. to 4:30 p.m.
3. You keep a copy of the POA form for your records.
4. You give the original POA form to your designated person. They will be required to show this when they sign your checks and/or documents.

We recommend that students designate a parent, family member or very close friend and write on the POA form the specific purpose (i.e. "I designate (name of person) to sign documents and checks related to Student Financial Services at Seattle University"). You might also want to consider designating them as POA for only a specific period of time (i.e. while you are out of the country).

Please feel free to contact Student Financial Services if you have any questions regarding this form.



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Must be signed in the presence of a Notary Public

Student Name SU ID # or Social Security #

Address Phone

City, State, Zip

Know all by these present that I, the above noted student, do hereby appoint:

Designate Name Relationship to Student

Address Daytime Phone

City, State, Zip Evening Phone

as my Attorney-In-Fact to set in my name, place, and stead, in any way which I myself could do to endorse and negotiate any University documentation required in my absence. This could include, but is not limited to, University records access, schedule changes, financial information access, financial aid forms and/or financial aid check(s) which I may receive payment from any source, including bank loan or any other assistance pertaining to my finances, associated with Seattle University.

Designate may act as my Attorney-In-Fact from _____ through _____

IN WITNESS WHEREOF I HAVE SIGNED MY NAME THIS _____ DAY OF _____, 20____

Signature of Witness (if required by notary) Signature of Student

Signature of Witness (if required by notary) Signature of Power of Attorney

To be completed by notary public:

State of _____

County of _____

On this _____ day of _____, 20____ before me, the subscriber described in and who executed the foregoing power of attorney and had acknowledged to me that he/she executed the same.