Assigning Student Permissions

Student Permissions are used to allow Title IV funds to pay non-educational related expenses such as late registration fees. When invoked, the permission overrides the federal regulations regarding what charges federal aid can/cannot pay.**Note:** You will be contacted via email in the event you need to complete the permission process.

## Navigating to the Student Permission Page

1. From the Student Home Base, select the **My Finances** button.
2. Click the **PERMISSION TO USE FEDERAL AID** link.

## Assigning Student Permissions

If permissions currently exist on your account, they will be displayed.

1. Click the **Grant Permissions** button to add a permission to your record.
2. Details of the permission are displayed. The Title IV Permission Form is selected by default. Clicking the **Next** button will move you through the process.
3. Clicking the **Yes, I have read the agreement** checkbox will indicate your acceptance of the agreement.
4. Clicking the **Submit** button will complete the process.

A confirmation message appears. The permission will now be displayed on the main View Student Permissions page.**Note:** Once set, this permission will remain active until it is revoked by request or you are no longer a student.

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