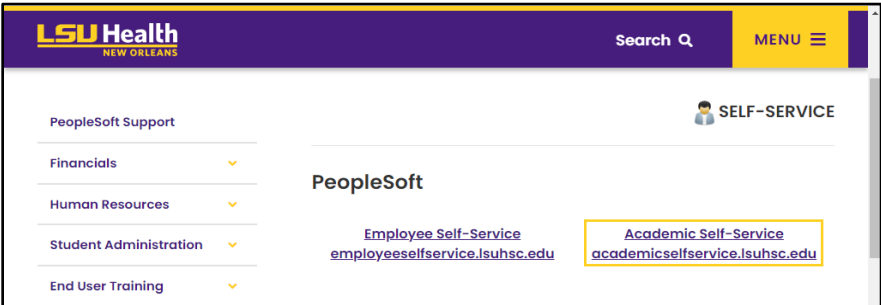


# Student Permissions Title IV – New Orleans Only

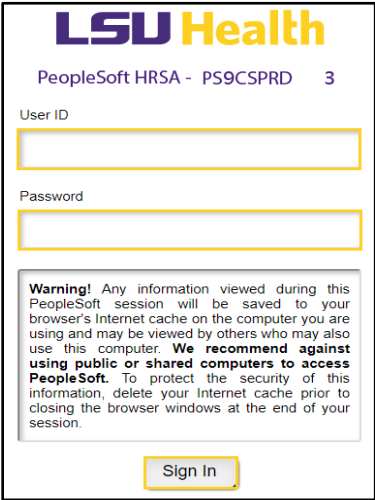
This document provides instructions on how to grant permission for the use of Title IV funds towards other allowable educational related charges other than tuition and required fees.

**NOTE: A student need only complete the Student Permissions Title IV form once during his/her academic career. It is not an annual process.**

- 1. From the Self-Service page, click the **Academic Self-Service** link.



- 2. Enter your **User ID** and **Password**, then click the **Sign In** button.



- 3. Click the **Student Center** tile.



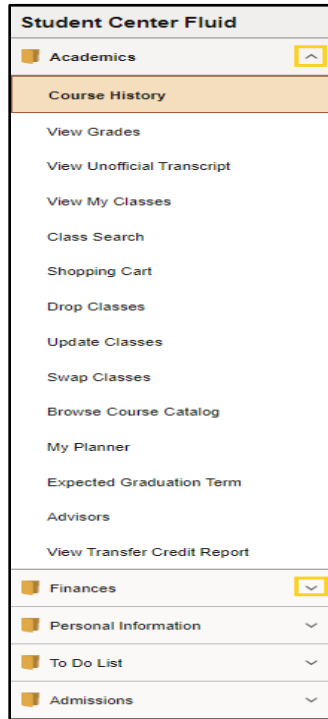
# Job Aid

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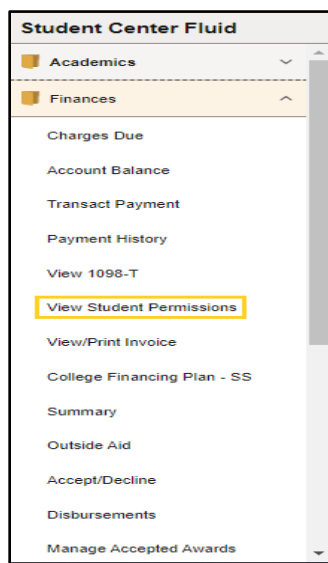
4. The system defaults you into the **Academics Course History** menu option.

Click the **drop-down button to the right of the Academics** to close the menu options.

Click the **drop-down button to the right of the Finances** to open the menu options.

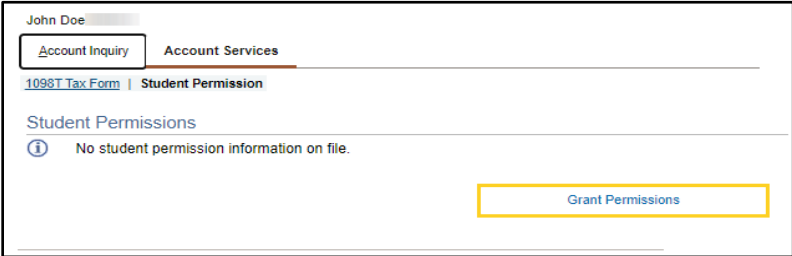


5. Click the **View Student Permissions** menu item.



6. Click the **Grant Permissions** link.

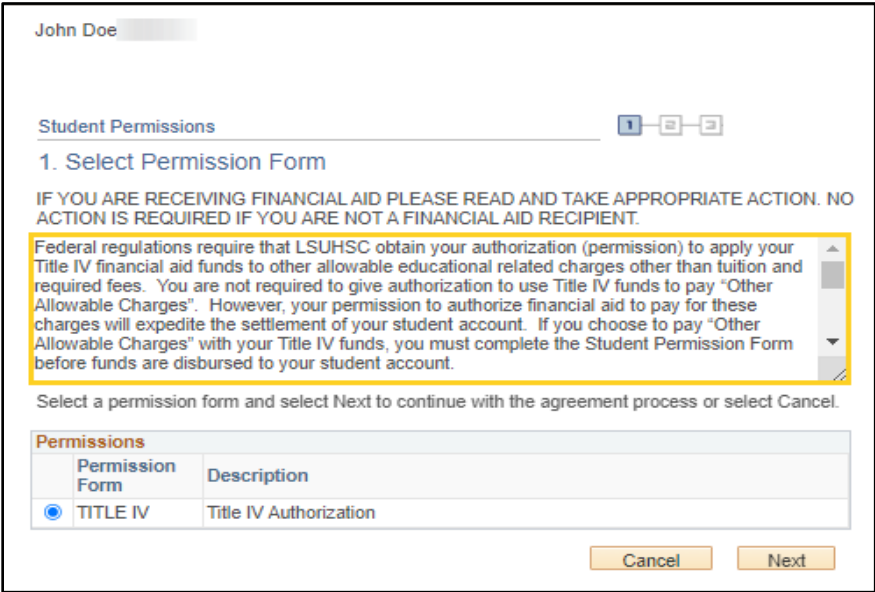
*NOTE: If you are not a Financial Aid recipient, no action is required on your part.*



7. **Step 1: Select Permission Form**

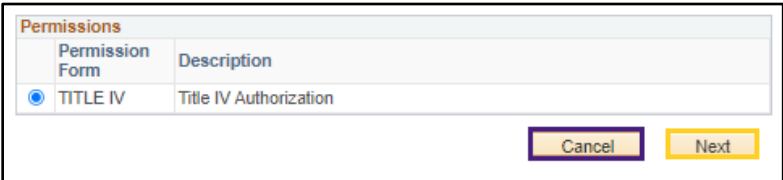
A student must provide authorization to LSUHSC to apply **Title IV** financials aid funds to other allowable educational related charges other than tuition and required fees.

*NOTE: Read the Title IV authorization.*



8. After reading the authorization, if you want to grant permission, click the **Next** button.

If you do not want to grant authorization after reading the Permission Form, click the **Cancel** button.



9. **Step 2: Permission Form Agreement**

Check the **Yes, I have read the agreement** checkbox.

Click the **Submit** button to grant permission or click the **Cancel** button to cancel the form.

You can click the **Previous** button to return to the previous page to review the Permission Form.

Student Permissions

### 2. Permission Form Agreement

I authorize the university to retain in my account any excess Title IV financial aid funds and apply them toward any charges that may appear on my account for the academic year.

Title IV Authorization

The agreement is dated 06/06/2024  Yes, I have read the agreement

Cancel Previous Submit

10. The **Student Permission Confirmation** will display.

Student Permissions

### 3. Student Permission Confirmation

✔ Your permission form has been accepted.

View Student Permission

11. The **Student Permissions** panel displays showing that *Title IV* authorization has been completed.

Click the **Display Student Agreement** link to review the *Title IV* Authorization verbiage.

John Doe

Account Inquiry Account Services

1098T Tax Form | Student Permission

### Student Permissions

This is a list of assigned permissions. To read the entire agreement, select the Display Student Agreement link

Permissions	Description
TITLE IV	Title IV Authorization

Display Student Agreement

12. This completes **View Student Permissions Title IV (New Orleans Only)**.