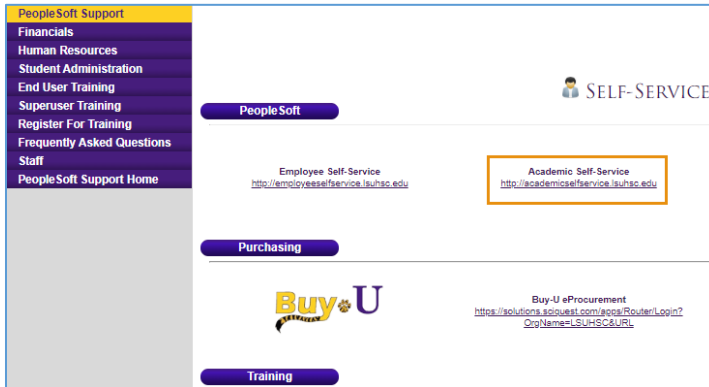


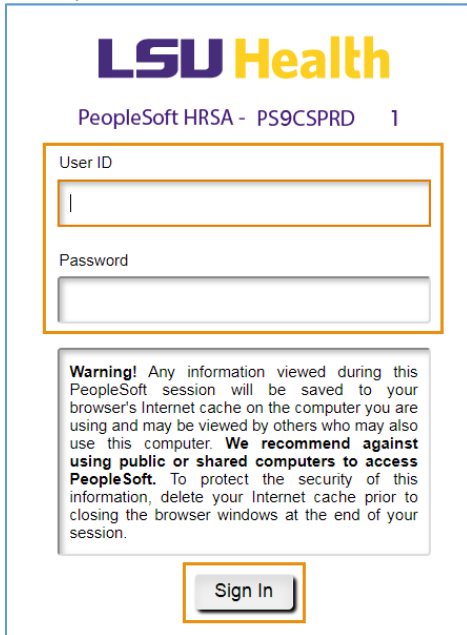
Student Permissions – New Orleans Only

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

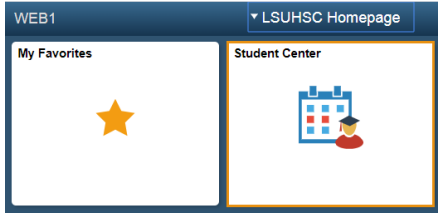
1. From the Self-Service page, click the **Academic Self-Service** link.



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



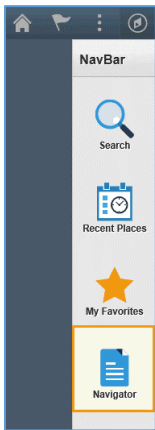
3. Click the **Student Center** tile.



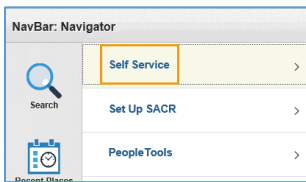
4. Click the **NavBar** icon.



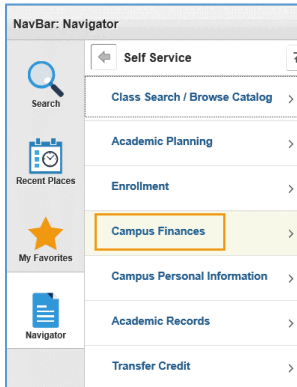
5. Click the **Navigator** option.



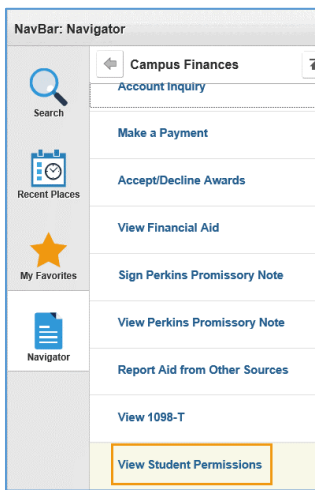
6. Click the **Self Service** link.



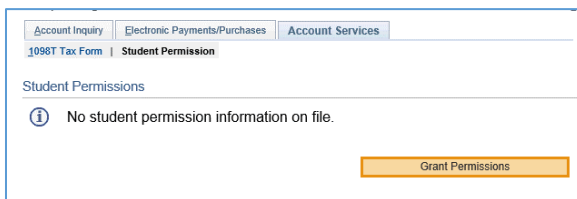
7. Click the **Campus Finances** link.



8. Click the **View Student Permissions** link.



9. Click the **Grant Permissions** button.



NOTE: Read the Permission Form.

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

Student Permissions

1. Select Permission Form

IF YOU ARE RECEIVING FINANCIAL AID PLEASE READ AND TAKE APPROPRIATE ACTION. NO ACTION IS REQUIRED IF YOU ARE NOT A FINANCIAL AID RECIPIENT.

Federal regulations require that LSUHSC obtain your authorization (permission) to apply your Title IV financial aid funds to other allowable educational related charges other than tuition and required fees. You are not required to give authorization to use Title IV funds to pay "Other Allowable Charges". However, your permission to authorize financial aid to pay for these charges will expedite the settlement of your student account. If you choose to pay "Other Allowable Charges" with your Title IV funds, you must complete the Student Permission Form before funds are disbursed to your student account.

CHARGES THAT REQUIRE PERMISSION (AUTHORIZATION): LSUHSC will assess charges to your account from other departments in order to consolidate billing and simplify payment for students. "Other Charges".

Select a permission form and select Next to continue with the agreement process or select Cancel.

Permission Form	Description
<input checked="" type="radio"/> TITLE IV	Title IV Authorization

Cancel Next

11. Check the **Yes, I have read the agreement**, 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 02/26/2020 Yes, I have read the agreement

Cancel Previous Submit

The **Student Permission Confirmation** will display.

Student Permissions

3. Student Permission Confirmation

Your permission form has been accepted.

View Student Permission