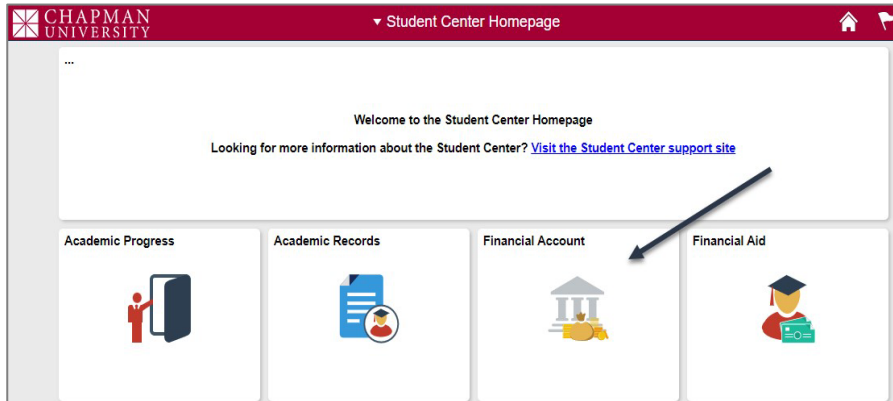# CHAPMAN UNIVERSITY

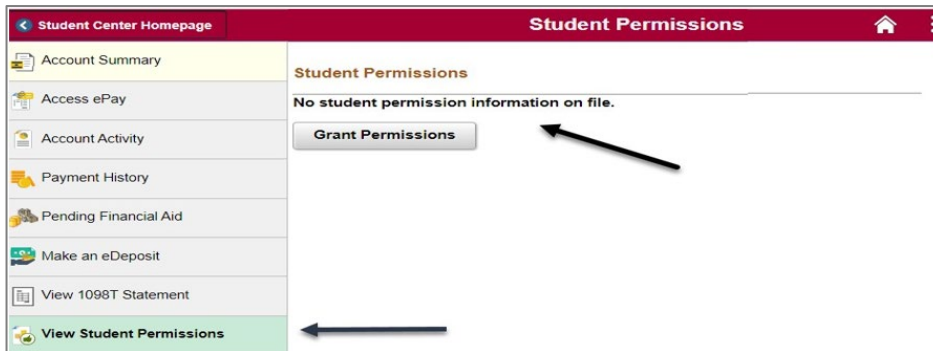## Student Business Services

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How to Accept a Student Permission Form

This tutorial covers how to authorize the application of title IV Federal financial aid to administrative charges on your student account.
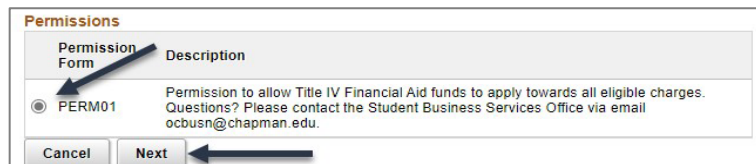
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1. Login to the **_Student Center_** and click on the **Financial Account** tile.

2. Click **_View Student Permissions_** on the left in the expanded box and then click **Grant Permissions**.

3. Read the agreement, verify the permission form has been selected, and click **Next**.

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Student Business Services

How to Accept a Student Permission Form

This tutorial covers how to authorize the application of title IV Federal financial aid to administrative charges on your student account.

4. **Permission Form Agreement** - If you agree to allow title IV financial aid to apply toward any charges on your student account, click '**Yes, I agree**' and click **Submit**. If you do not agree, click Cancel to exit the student permission process.

5. Student Permission Confirmation: This is a one-time agreement and will remain in effect as long as you have an account with Chapman University or until you request to change the status.

6. Once you have received the confirmation notice, you will be able to see the Permissions Granted.