How to Accept a Student Permission Form

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

1. Login to the Chapman University Self Service Portal at my.chapman.edu
2. Once logged in, click the arrow next to the Student Center to expand box
3. Click on the Student Center in the expanded box

4. Once in the Student Center, click View Student Permission from the ‘other financial’ drop down menu under the Finances section and click the double arrow

4. If a student permission has not already been selected, the student permission page will indicate no student permission on file. Click Grant Permissions button

5. Select Permission Form - Read the agreement, verify the permission form has been selected and click Next.
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6. Permission Form Agreement - if you agree to allow title IV financial aid to apply toward any charges on your student account, then check ‘Yes, I have read the agreement’ and click Submit. If you do not agree, click Cancel to exit the student permission process.

7. 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.

8. To return to the Student Center select Student Center from the ‘go to’ drop down menu and click the double arrows.

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Business Office 1019 – Student Permission Form