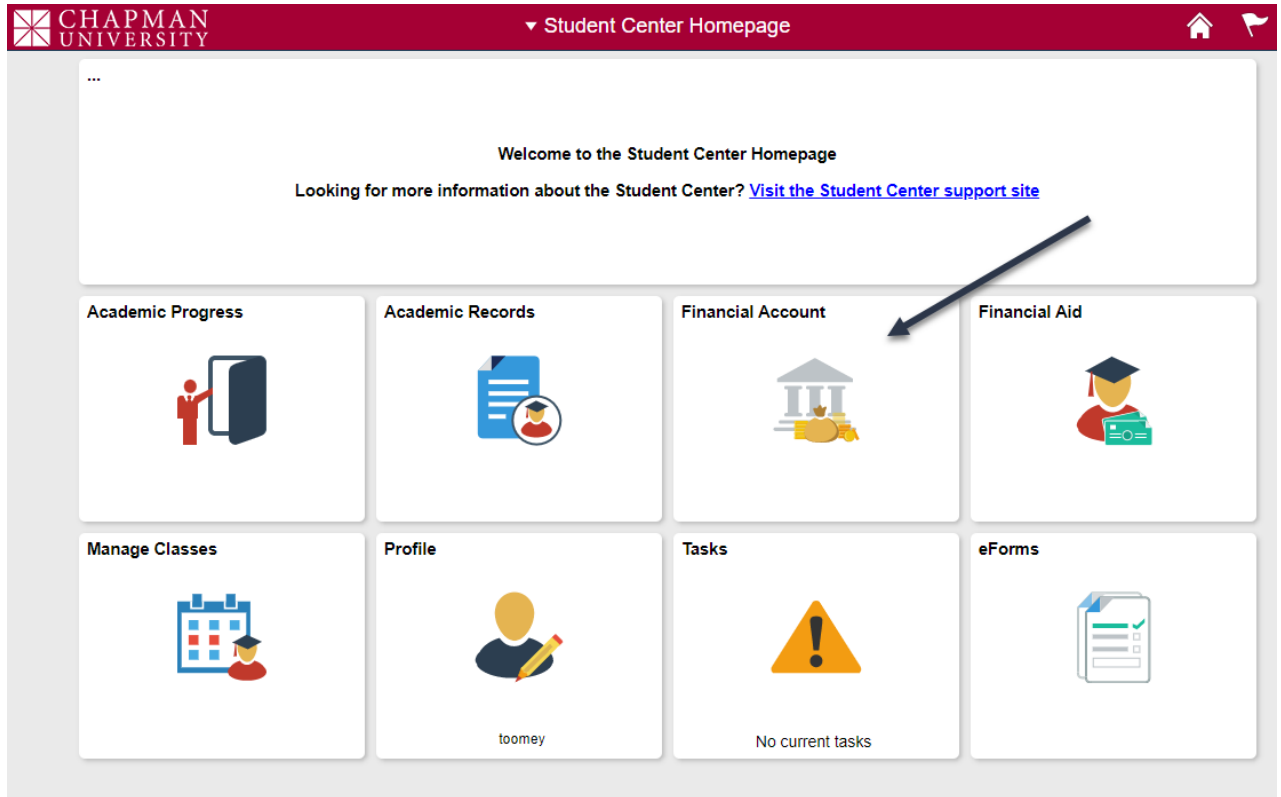




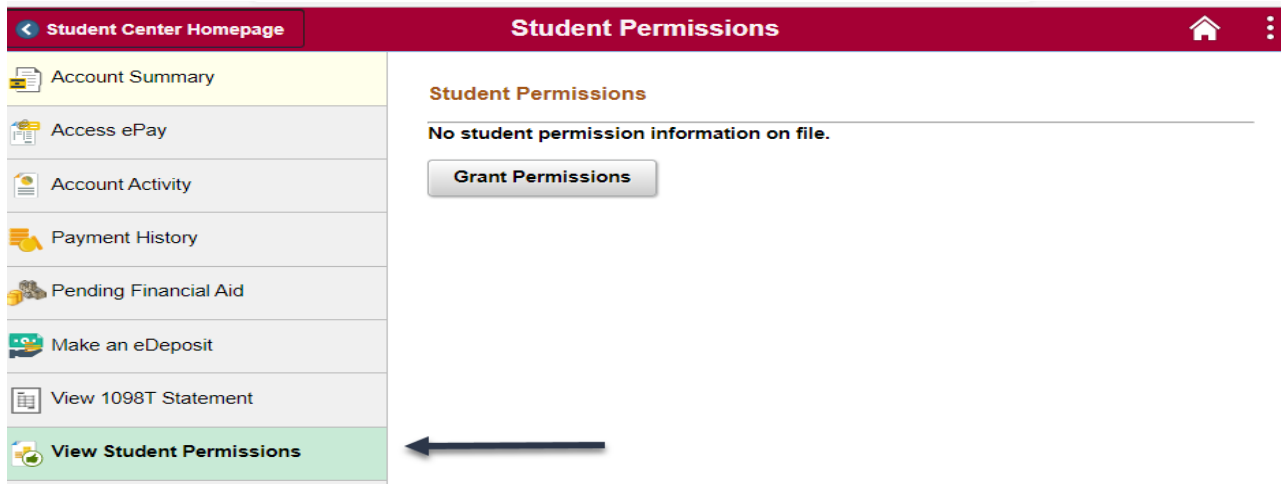
How to Accept a Student Permission Form

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

1. Login to the **Chapman University Self Service Portal** at studentcenter.chapman.edu
2. Once logged in, click the **Financial Account** to expand box



3. Click **View Student Permissions** on the left in the expanded box

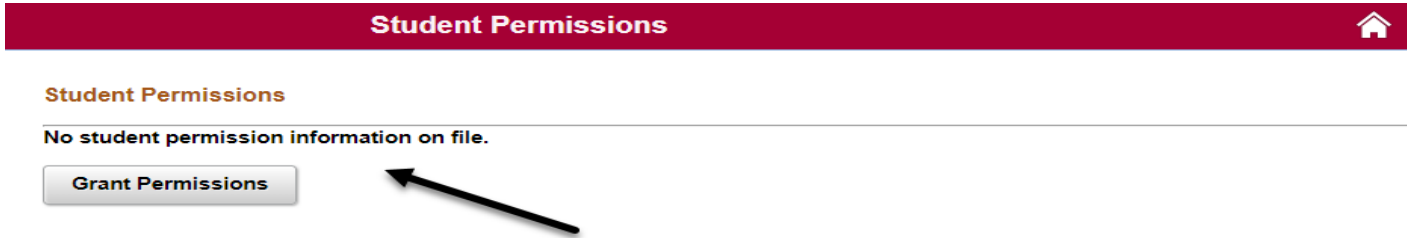




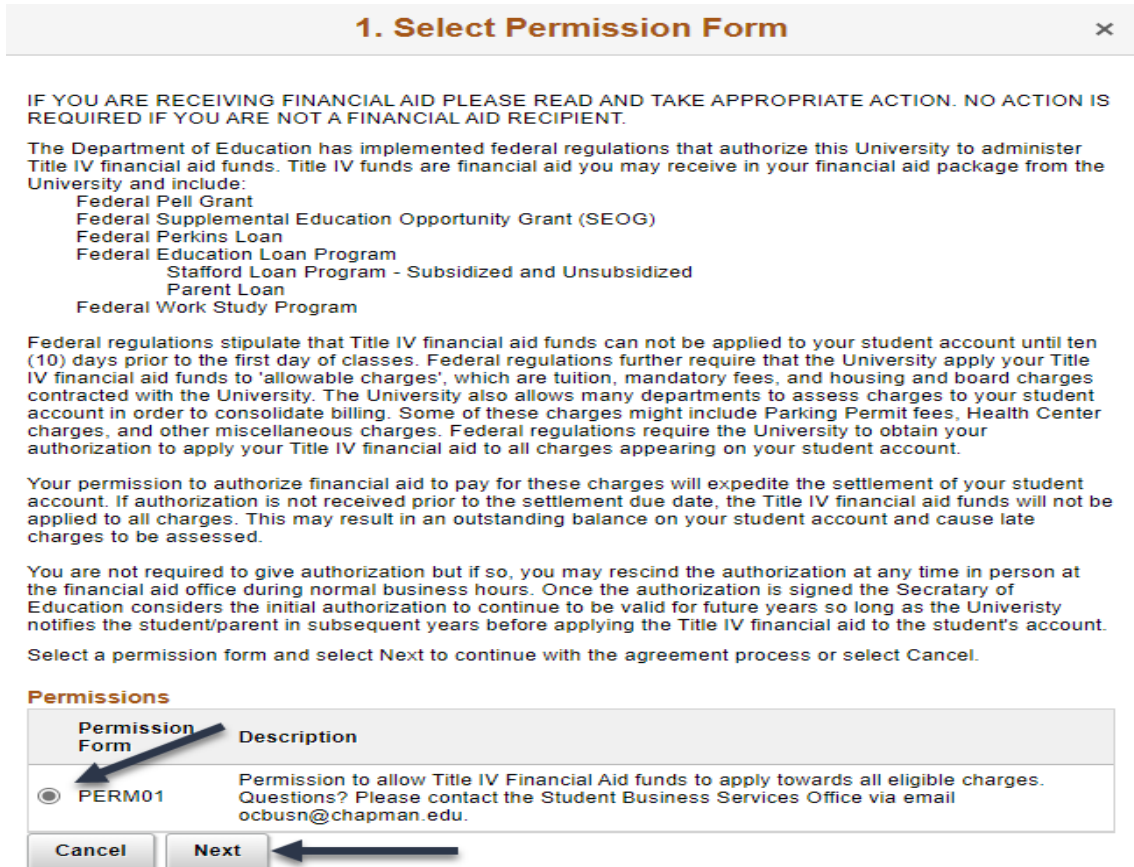
How to Accept a Student Permission Form

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

- If a student permission has not already been granted, the student permission page will indicate No student permission information on file. Click **Grant Permissions**



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





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.

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

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

- Once you have confirmed and received the confirmation notice you will be able to see the Permissions Granted.

Permission Form	Description
PERM01	Permission to allow Title IV Financial Aid funds to apply towards all eligible charges. Questions? Please contact the Student Business Services Office via email ocbusn@chapman.edu.