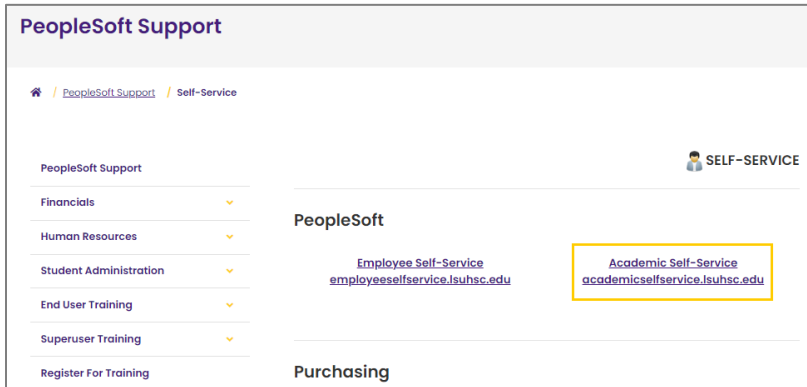


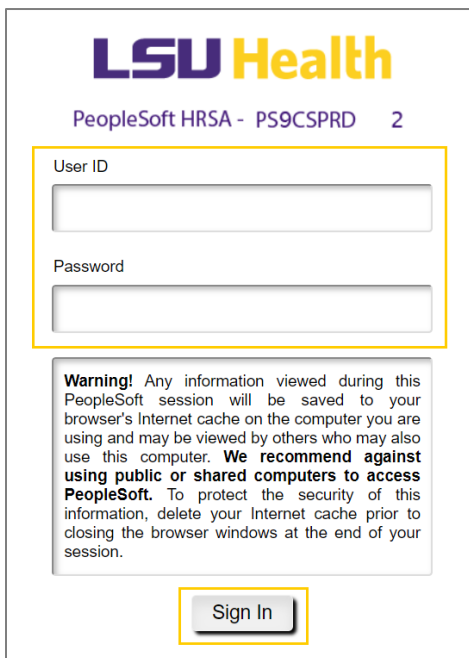
Student Permissions – Shreveport Only

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

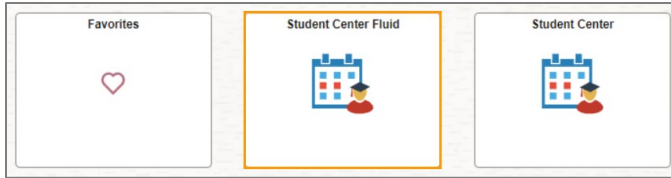
1. From the Self-Service page, click the **Academic Self-Service** link.



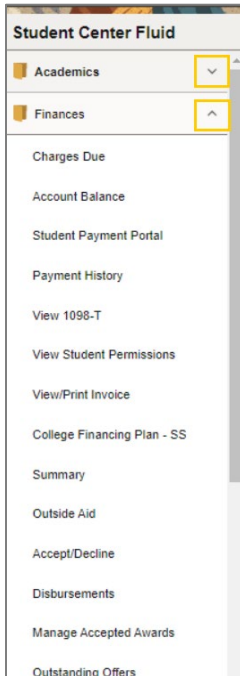
2. Enter your **User ID** and **Password**, then click the **Sign In** button.



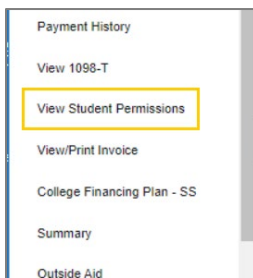
3. Click the **Student Center Fluid** tile.



- The **Academics: Course History** is the default menu and page.
Click the **drop-down button to the right of Academics** to collapse the menu options.
Click the **drop-down button to the right of Finances** to expand the menu options.



- Click the **View Student Permissions** option.



- Click the **Display Student Agreement** link.

The screenshot shows a user interface for a student's account. At the top, the user's name 'John Doe6050870' is displayed. Below it are two tabs: 'Account Inquiry' and 'Account Services', with 'Account Services' being the active tab. There are two links: '1098T Tax Form' and 'Student Permission', with 'Student Permission' being the active link. The main heading is 'Student Permissions'. Below this, a message states: 'This is a list of assigned permissions. To read the entire agreement, select the Display Student Agreement link'. A table titled 'Permissions' contains one entry:

Permission Form	Description
SHVTITLEIV	SHREVEPORT TITLE IV PERMISSION

At the bottom right of the table area, there is a button labeled 'Display Student Agreement'.

7. Read carefully the **Student Permission Agreement** statement in its entirety.

The screenshot shows a document titled 'Student Permission Agreement'. The text reads: 'The Department of Education has implemented federal regulations that authorize this University to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid package from the University and include:'. A bulleted list follows:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Education Loan Program
 - Stafford Loan Program - Subsidized and Unsubsidized
 - Parent Loan
- Federal Work Study Program

The text continues: 'Federal regulations stipulate that Title IV financial aid funds can not be applied to your student account until ten (10) days prior to the first day of classes. Federal regulations further require that the University apply your Title IV financial aid funds to 'allowable charges', which are tuition, mandatory fees, and housing and board charges contracted with the University. The University also allows many departments to assess charges to your student account in order to consolidate billing. Some of these charges might include Parking Permit fees, Health Center charges, and other miscellaneous charges. Federal regulations require the University to obtain your...'. At the bottom left of the document area, there is a button labeled 'Return'.

8. Click the **Return** button.

This completes the *View Student Permissions* job aid.