






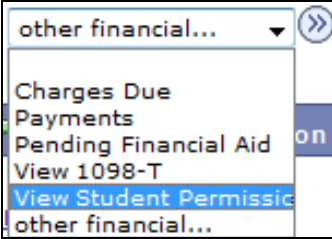



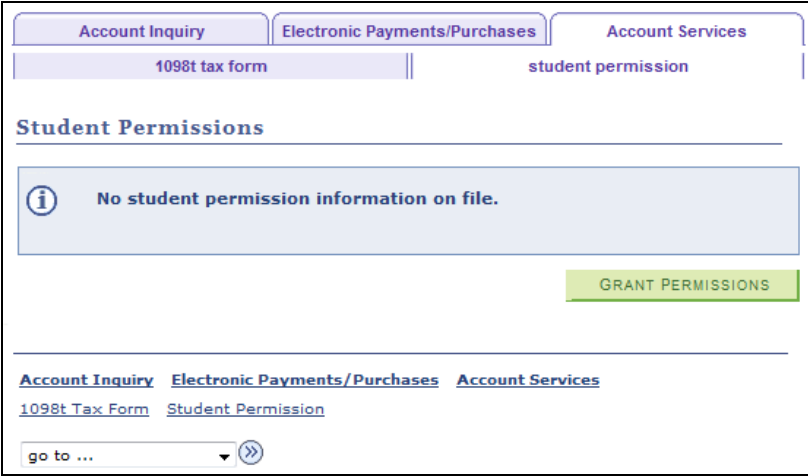

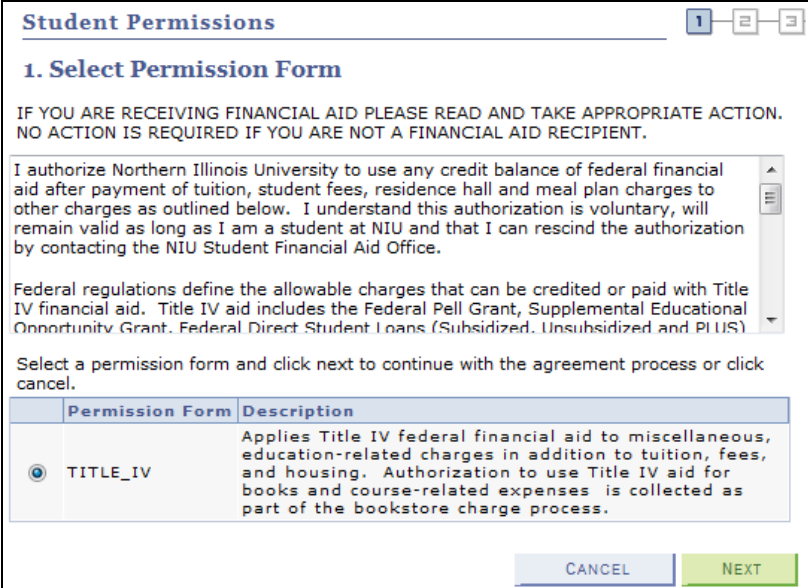

## Giving Consent to Title IV Permissions

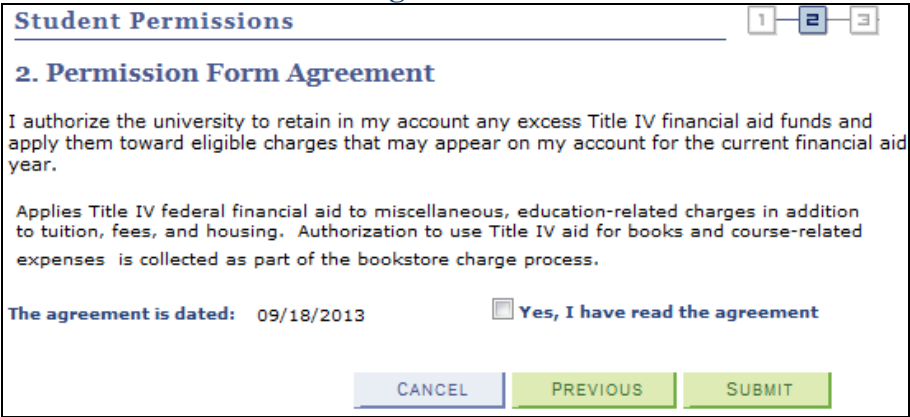

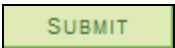
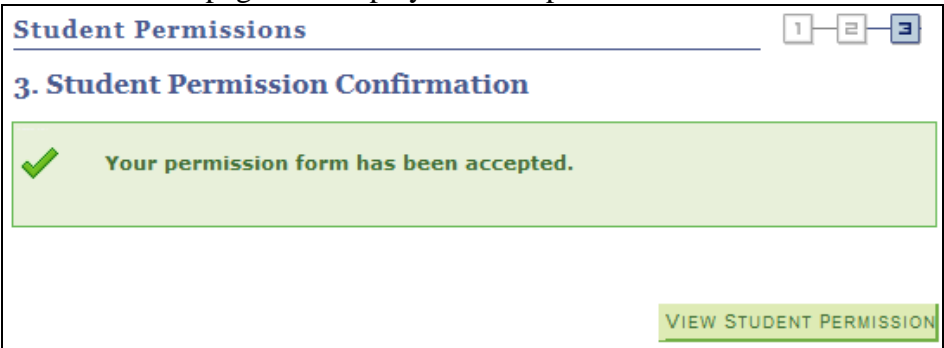
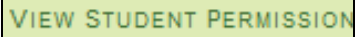

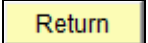
The following handout will guide you through the steps to enable permissions for Title IV aid to be applied to miscellaneous education-related charges in addition to tuition, fees, and housing. Please read all of the agreement terms before granting permission.

**Note:** To revoke Title IV permissions after they have been granted, you will need to contact the Student Financial Aid Office.

After successful login to [myniu.niu.edu](http://myniu.niu.edu):

| Step | Action   |
|------|--|
| 1.   | Select <b>MyNIU Student Center</b> from the <b>MyNIU Quick Links</b> area. This link opens directly to the <b>Student Center</b> page. <div data-bbox="354 716 821 995" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p><b>MyNIU QUICK LINKS</b></p> <p>Need Help? Call the ITS Helpdesk 815-753-8100.</p> <p>  MyNIU Student Center                Blackboard                Student Email         </p> <p>  Anywhere Applications                Anywhere Files                Anywhere Printing         </p> <p>View ITS Service Alerts and Planned Maintenance Information for more information.</p> </div> |
| 2.   | Select the <b>View Student Permissions</b> list item from the <b>other financial</b> dropdown menu. <div data-bbox="354 1098 683 1335" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p>other financial... ▾ &gt;&gt;</p> <p>Charges Due</p> <p>Payments</p> <p>Pending Financial Aid</p> <p>View 1098-T</p> <p><b>View Student Permissions</b></p> <p>other financial...</p> </div>   |
| 3.   | Click the <b>Go</b> button. <div data-bbox="354 1381 396 1430" style="border: 1px solid black; padding: 2px; margin: 10px 0;">  </div>  |

| Step | Action  |
|------|---|
| 4.   | <p>On the <b>Student Permissions</b> page, you can view any permissions you have previously submitted or grant new ones.</p>    |
| 5.   | <p>Click the <b>Grant Permissions</b> button.</p>    |
| 6.   | <p>Read the <b>Select Permission Form</b> information in its entirety then make sure the permission you wish to grant is selected.</p> <p><b>Example:</b> Select the TITLE_IV permission form.</p>  |
| 7.   | <p>Click the <b>Next</b> button.</p>   |

| Step | Action  |
|------|---|
| 8.   | Read the <b>Permission Form Agreement</b> .<br>   |
| 9.   | Click the <b>Yes, I have read the agreement</b> checkbox if you agree to the terms in the Permission Form Agreement.<br> |
| 10.  | Click the <b>Submit</b> button.<br>  |
| 11.  | A confirmation page will display after the permissions has been submitted.<br>   |
| 12.  | Click the <b>View Student Permission</b> button.<br>   |
| 13.  | Click the <b>Display Student Agreement</b> link.<br>   |
| 14.  | When finished reading the agreement click the <b>Return</b> button to go back to the Student Permissions page.<br>     |
| 15.  | You have completed the Giving Consent to Title IV Permissions topic.<br><b>End of Procedure.</b>  |