

Granting Permissions to use aid to pay Miscellaneous Items

Per federal regulations, students must GRANT permission to Kutztown University to use their Title IV aid, or Other Aid to pay off miscellaneous charges. The steps to do this are below. Below the steps, we have listed screen shots for assistance in this easy process.

The benefit to granting permissions for aid to be used to pay miscellaneous charges, is so that any aid a student does receive can pay any current charges due that are miscellaneous on the student's account. Not doing this, will mean the student will have to pay us independently for those charges and we cannot retain those aid amounts on the student's behalf.

Miscellaneous charges include, but are not limited to: Bookstore Vouchers, Health Center charges for services, ID card replacements and more.

Title IV Aid – Includes but not limited to: Stafford Loans, Pell Grants, Grad Plus loans.

Other Aid – Includes but not limited to: PHEAA state grants.

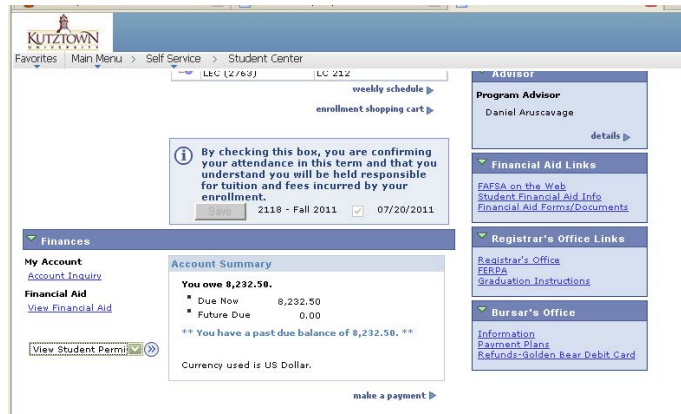
Simple STEP BY STEP – no screen shots (see below for screen shot assistance):

1. Log into **MyKU** – Student Center.
2. Scroll down to Finances Section.
3. Choose View Student Permissions from the drop down menu.
4. Choose Grant Permissions.
5. TWO permissions are available.
 - a. OTHAID – Other Aid as listed above.
 - b. TITLE_IV – Title IV aid as listed above.
 - c. Both permissions can be granted – ***one must be done at a time.***
6. Choose the permission and click NEXT.
7. Read the agreement and check the box – Click Submit.
8. Acceptance will appear. Click View Student Permissions. You will see the one you processed and can click Grant Permissions to proceed again with the other permission.

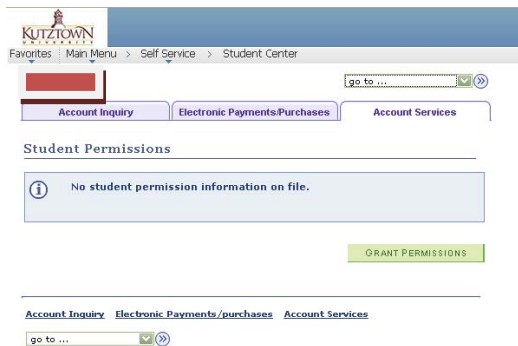
STEP BY STEP with screen shot assistance:

1. Log into **MyKU** – Student Center.
2. Scroll down to Finances Section.
3. Select **View Student Permissions** from the drop down menu.

Select **VIEW STUDENT PERMISSIONS**

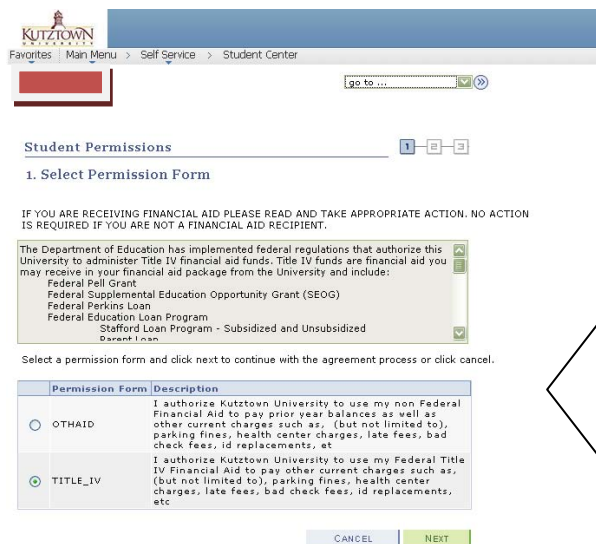


4. Choose **GRANT PERMISSIONS**.



Select **GRANT PERMISSIONS**

5. Two permissions are presented.
 - a. **OTHAID** – Aid other than Title IV aid, such as PHEAA state grants.
 - b. **TITLE_IV** – This is Stafford Loans, Pell Grants, all federal aid.



Select the Permission to grant.
Can grant both, but must do one at a time. Click NEXT.

6. Select the Permission to Grant – Click NEXT.

KUTZTOWN UNIVERSITY
 Favorites | Main Menu > Self Service > Student Center

Student Permissions

2. Permission Form Agreement

I authorize the university to retain in my account any excess Title IV financial aid funds and apply them toward any charges that may appear on my account for the academic year.

I authorize Kutztown University to use my Federal Title IV Financial Aid to pay other current charges such as, (but not limited to), parking fines, health center charges, late fees, bad check fees, id replacements, etc

The agreement is dated: 09/06/2011 Yes, I have read the agreement

CANCEL PREVIOUS SUBMIT

Student MUST check that they have read the agreement. Click SUBMIT.

7. Read the Agreement, check the box and click SUBMIT.
8. An Acceptance will appear. Click on View Student Permissions to proceed with an additional permission, or to view those completed. Permissions show below after completion of each one.

KUTZTOWN UNIVERSITY
 Favorites | Main Menu > Self Service > Student Center

Student Permissions

3. Student Permission Confirmation

Your permission form has been accepted.

VIEW STUDENT PERMISSION

Account Inquiry Electronic Payments/Purchases Account Services

Student Permissions

Below is a list of assigned permissions. To read the entire agreement, select the Display Student Agreement link

Click on the grant permission button to process additional permission forms.

Permission Form	Description
TITLE_IV	I authorize Kutztown University to use my Federal Title IV Financial Aid to pay other current charges such as, (but not limited to), parking fines, health center charges, late fees, bad check fees, id replacements, etc

Display Student Agreement

GRANT PERMISSIONS

Account Inquiry Electronic Payments/purchases Account Services

An acceptance will appear. The student can click on VIEW Student Permissions to grant the other option or just to view them.

This is the permission that was granted.

Account Inquiry Electronic Payments/Purchases Account Services

Student Permissions

Below is a list of assigned permissions. To read the entire agreement, select the Display Student Agreement link

Permission Form	Description
OTHAID	I authorize Kutztown University to use my non Federal Financial Aid to pay prior year balances as well as other current charges such as, (but not limited to), parking fines, health center charges, late fees, bad check fees, id replacements, et
TITLE_IV	I authorize Kutztown University to use my Federal Title IV Financial Aid to pay other current charges such as, (but not limited to), parking fines, health center charges, late fees, bad check fees, id replacements, etc

Display Student Agreement

Account Inquiry Electronic Payments/purchases Account Services

This is what it would look like if the student went back and granted permission for the other one. This is an example of both permissions having been granted.