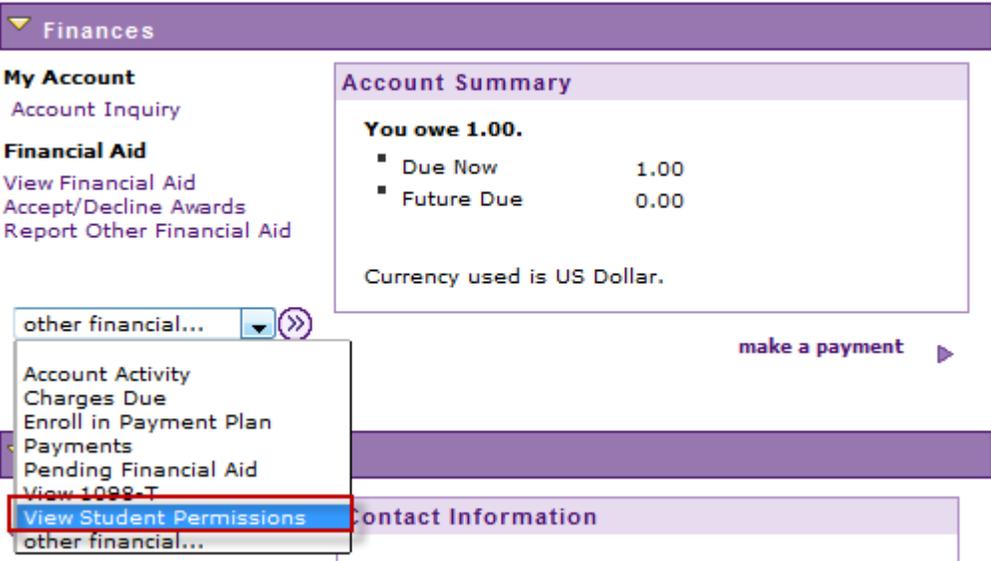
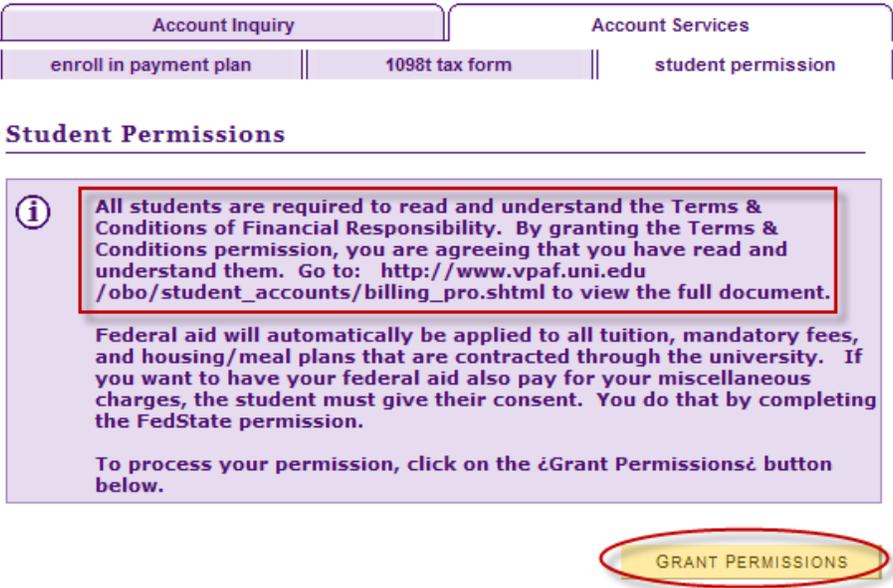


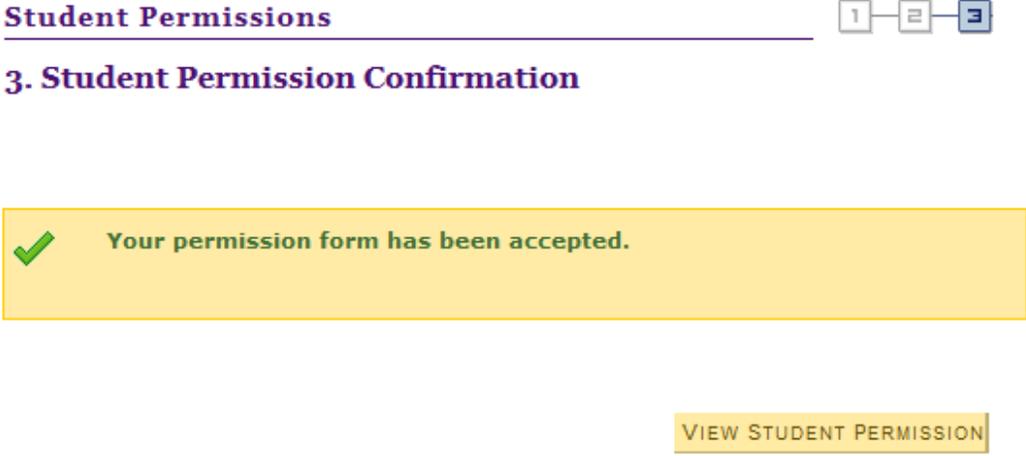
Granting Permission for Federal Aid to Apply to Miscellaneous Charges

Purpose: Federal aid will automatically be applied to all tuition, mandatory fees, and housing/meal plans that are contracted through the university. If you want to have your federal aid also pay for your miscellaneous charges, the student must give their consent. You do that by completing the FedState permission.

Step	Action
1.	<p>Log onto <i>My Universe</i>. Click the Go to my Student Center link on the <i>My Page</i> tab.</p>  <p>Note: The thumbnail image is also a link to Student Center.</p>

Step	Action
2.	<p>In the <i>Finances</i> section, select View Student Permissions from the <i>Other Financials</i> dropdown box. Click the Go icon.</p>  <p>The screenshot shows the 'Finances' section with a dropdown menu open for 'other financial...'. The 'View Student Permissions' option is highlighted in blue. A 'Go' icon (a circle with two right-pointing arrows) is visible next to the dropdown. Other options in the menu include Account Activity, Charges Due, Enroll in Payment Plan, Payments, Pending Financial Aid, View 1098-T, and other financial... The background shows an 'Account Summary' box with 'You owe 1.00.' and a 'make a payment' button.</p>
3.	<p>Read the Terms & Conditions of Financial Responsibility. Click the yellow Grant Permissions button.</p>  <p>The screenshot shows the 'Student Permissions' section. At the top, there are tabs for 'Account Inquiry' and 'Account Services'. Under 'Account Services', there are links for 'enroll in payment plan', '1098t tax form', and 'student permission'. Below this is a section titled 'Student Permissions' with an information icon (i) and a text box containing the following text: 'All students are required to read and understand the Terms & Conditions of Financial Responsibility. By granting the Terms & Conditions permission, you are agreeing that you have read and understand them. Go to: http://www.vpaf.uni.edu/obo/student_accounts/billing_pro.shtml to view the full document.' Below this text is another paragraph: 'Federal aid will automatically be applied to all tuition, mandatory fees, and housing/meal plans that are contracted through the university. If you want to have your federal aid also pay for your miscellaneous charges, the student must give their consent. You do that by completing the FedState permission.' At the bottom of the section is a yellow button labeled 'GRANT PERMISSIONS' which is circled in red.</p>

Step	Action						
4.	<p>Select the FEDSTATE permission form. Click the Next button.</p> <p>Student Permissions 1 2 3</p> <p>1. Select Permission Form</p> <p>IF YOU ARE RECEIVING FEDERAL FINANCIAL AID WANT YOUR AID TO PAY ALL CHARGES ON YOUR BILL, YOU MUST COMPLETE THE FEDSTATE PERMISSION FORM.</p> <p>IF YOU DO NOT RECEIVE FINANCIAL AID, YOU DO NOT NEED TO DO THE PERMISSION FORM.</p> <p>Authorization to Apply Federal Financial Aid to Miscellaneous Charges.</p> <p>This authorization covers two separate circumstances.</p> <p>1 - Federal financial aid (Title IV aid**) credits your current year u-bill and is applied to tuition, mandatory fees, and contracted housing/meal plans. Title IV aid may be used to pay miscellaneous charges such as parking permit, laundry charges, event tickets, etc., on your current year u-bill with your written authorization.</p> <p>Select a permission form and click next to continue with the agreement process or click cancel.</p> <table border="1" data-bbox="358 898 1273 1199"> <thead> <tr> <th>Permission Form</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> FEDSTATE</td> <td>Federal and State financial aid will automatically be applied to your charges for tuition, mandatory fees, and contracted housing/meal plans. IF YOU WANT YOUR FEDERAL AND STATE AID TO PAY MISC CHARGES, YOU MUST COMPLETE THE TITLE IV PERMISSION FORM.</td> </tr> <tr> <td><input type="radio"/> TERMS&COND</td> <td>All students are requested to read UNI's Terms & Conditions of Financial Responsibility located at www.uni.edu/obo/student_accounts/billing_pro.shtm. Contact Student Accounts at student.accounts@uni.edu or call (319)273-2164 with questions.</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="CANCEL"/> <input checked="" type="button" value="NEXT"/> </p>	Permission Form	Description	<input checked="" type="radio"/> FEDSTATE	Federal and State financial aid will automatically be applied to your charges for tuition, mandatory fees, and contracted housing/meal plans. IF YOU WANT YOUR FEDERAL AND STATE AID TO PAY MISC CHARGES, YOU MUST COMPLETE THE TITLE IV PERMISSION FORM.	<input type="radio"/> TERMS&COND	All students are requested to read UNI's Terms & Conditions of Financial Responsibility located at www.uni.edu/obo/student_accounts/billing_pro.shtm . Contact Student Accounts at student.accounts@uni.edu or call (319)273-2164 with questions.
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5.	<p>Check the Yes, I have read the agreement box and click the Submit button.</p> <p>Student Permissions 1 2 3</p> <p>2. Permission Form Agreement</p> <p>I authorize the university to apply my Title IV financial aid funds toward any charges that may appear on my account for the academic year.</p> <p>Federal and State financial aid will automatically be applied to your charges for tuition, mandatory fees, and contracted housing/meal plans. IF YOU WANT YOUR FEDERAL AND STATE AID TO PAY MISC CHARGES, YOU MUST COMPLETE THE TITLE IV PERMISSION FORM.</p> <p>The agreement is dated: 04/11/2012</p> <p><input checked="" type="checkbox"/> Yes, I have read the agreement</p> <p style="text-align: right;"> <input type="button" value="CANCEL"/> <input type="button" value="PREVIOUS"/> <input checked="" type="button" value="SUBMIT"/> </p>						

Step	Action
6.	<p>A confirmation message displays.</p>  <p>Note: You may now view your student agreement at any time by selecting View Student Permissions (in the <i>Finances</i> section), from the <i>Other Financials</i> dropdown box.</p> <p>This agreement confirms that you have given consent for your federal aid to also pay for your miscellaneous charges.</p>