

HOW TO?

Grant Title IV Permission

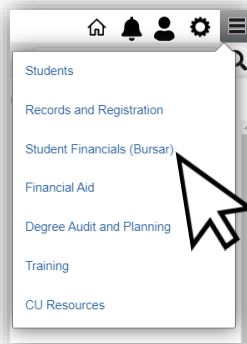
To allow UCCS to apply financial aid funds toward additional charges on the bill (such as short-term loans, library/parking fines, Paw Prints charges, etc.), students must authorize the use of federal financial aid funds for this purpose. Without this permission, only tuition, fees, and housing will be paid by financial aid and additional charges will require manual payment.

1



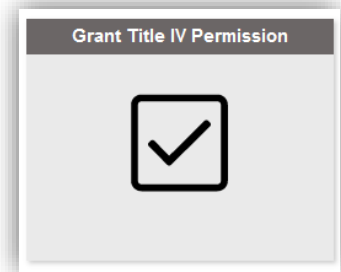
Sign into the [myUCCS Portal](#).

2



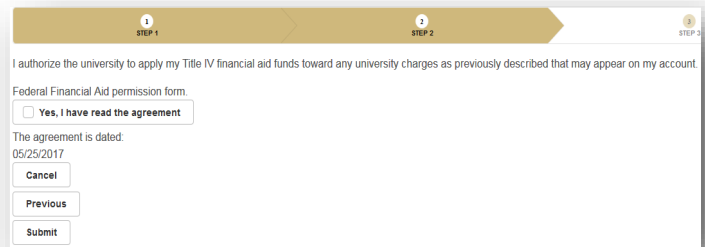
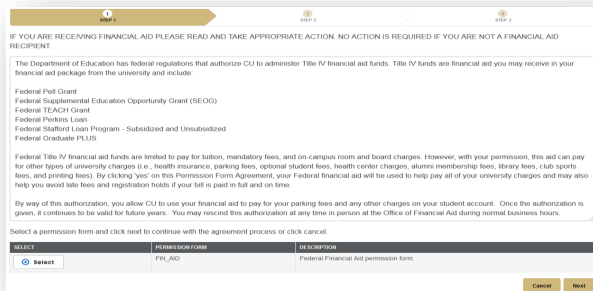
Click on the **Student Financials (Bursar)** link from the dropdown at the top right of the page.

3



Click on the **Grant Title IV Permission** file.

4



Select the **FIN_AID** permission form when prompted. After you have reviewed the details of the permission form, click **NEXT**. Lastly, click the **Yes, I have read the agreement** button and click **Submit**. Your financial aid will now pay additional charges on your UCCS bill.

You can revoke this permission at any time by contacting the Student Financials office at 719-255-3391 (option 1) or bursar@uccs.edu.



Office of Financial Aid, Student Employment, and Scholarships
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