

# HOW TO?

## Grant Title IV Permission

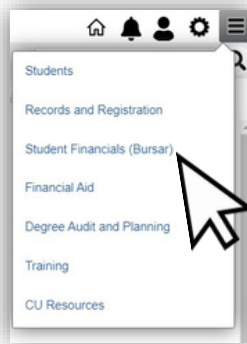
To allow UCSS to apply financial aid funds toward additional charges on the bill (such as short-term loans, library/parking fines, Paw Prints charges, etc.), **students must authorize the use of federal financial aid funds for this purpose.** Without this permission, only tuition, fees, and housing will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

1



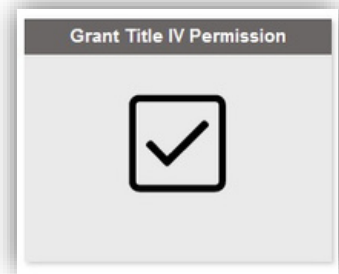
Sign into the [myUCSS Portal](#).

2



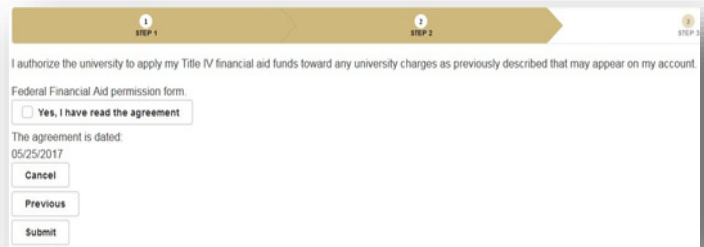
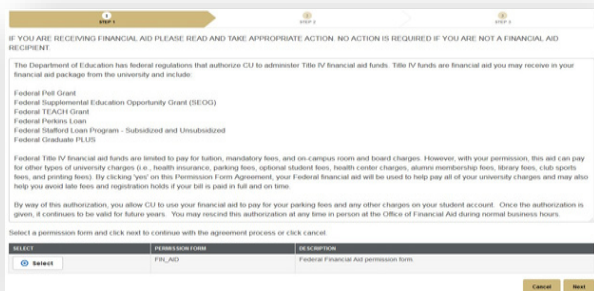
Click on the **Student Financials (Bursar)** link from the dropdown at the top right of the page.

3



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

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 UCSS bill.

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



Financial Aid and Student Employment

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COLORADO SPRINGS

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