

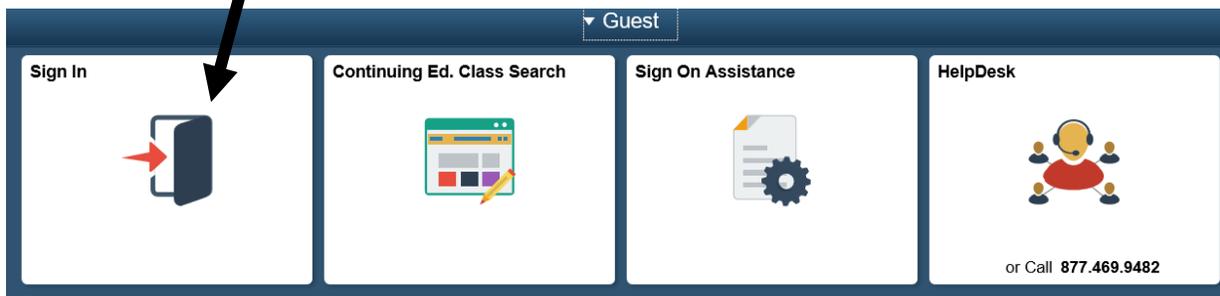
## 9.2 WITC Student Directions on Accepting Bookstore Permission to Charge

### To Assist Students in Accepting Permissions for Bookstore Charges

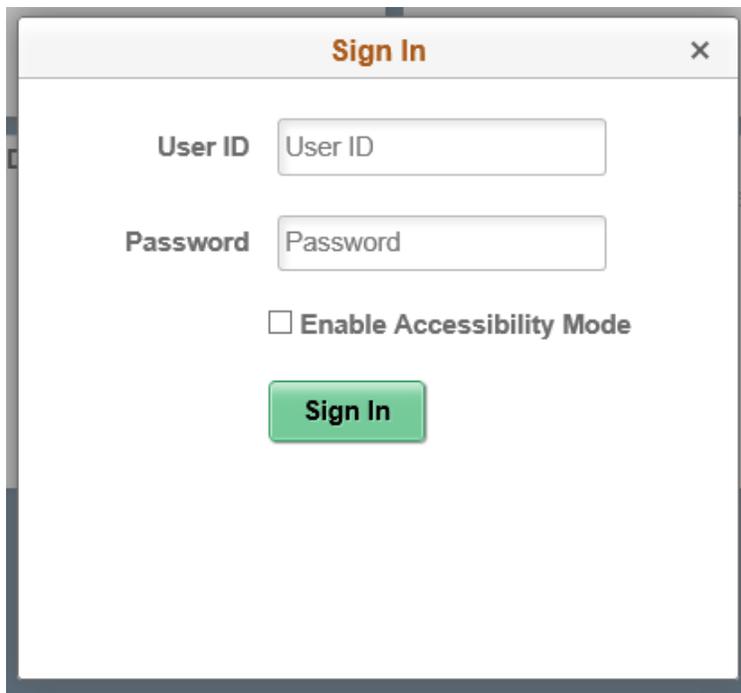
1. Go to **MyWITC**. The link can be found by going to witc.edu website, click on **MyWITC** on the top blue border.



2. Click on the **Sign In** tile

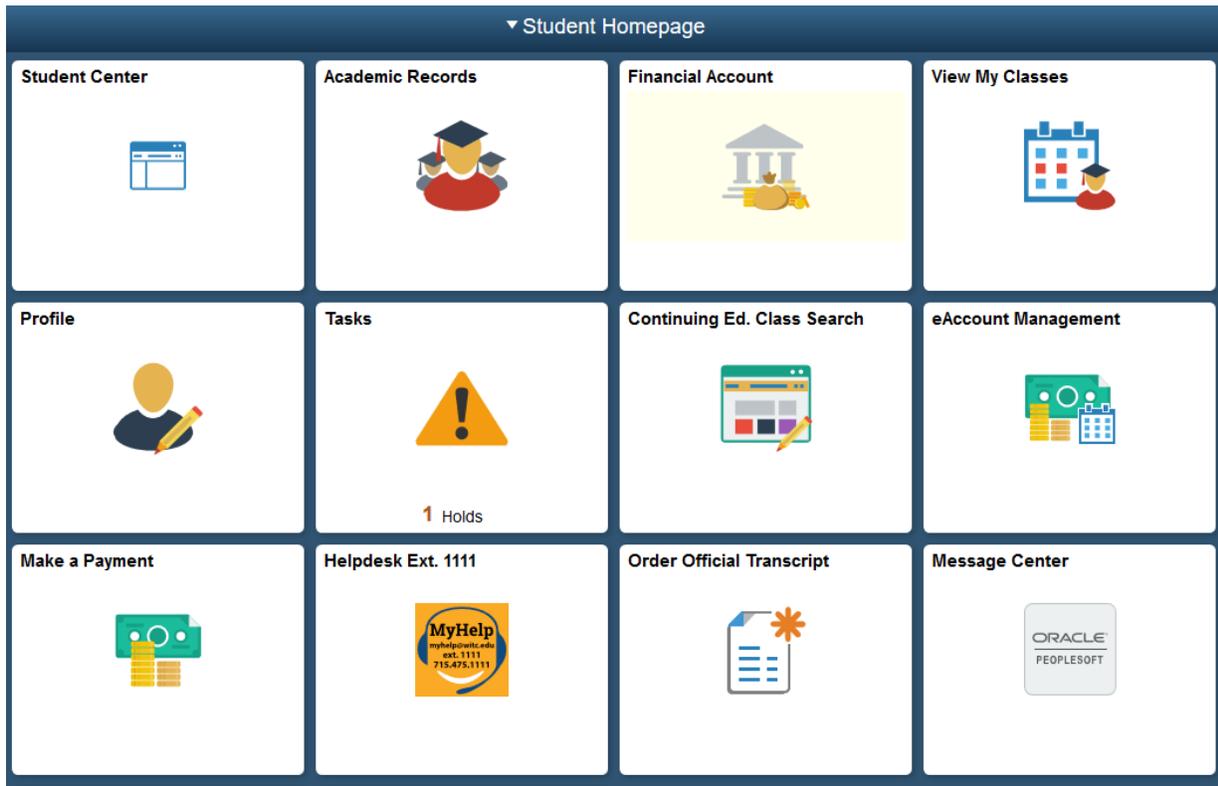


3. Enter your Student ID number and Password, click on **Sign In**.

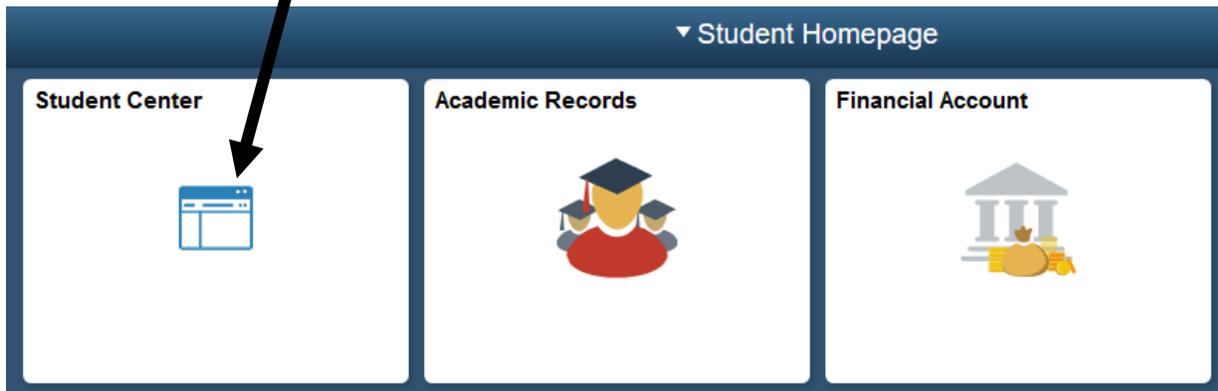
A screenshot of the WITC Sign In form. The form is titled 'Sign In' and has a close button (X) in the top right corner. It contains two input fields: 'User ID' and 'Password'. Below the input fields is a checkbox labeled 'Enable Accessibility Mode'. At the bottom of the form is a green 'Sign In' button.

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4. The **Student Homepage** will display



5. Click on the **Student Center** tile



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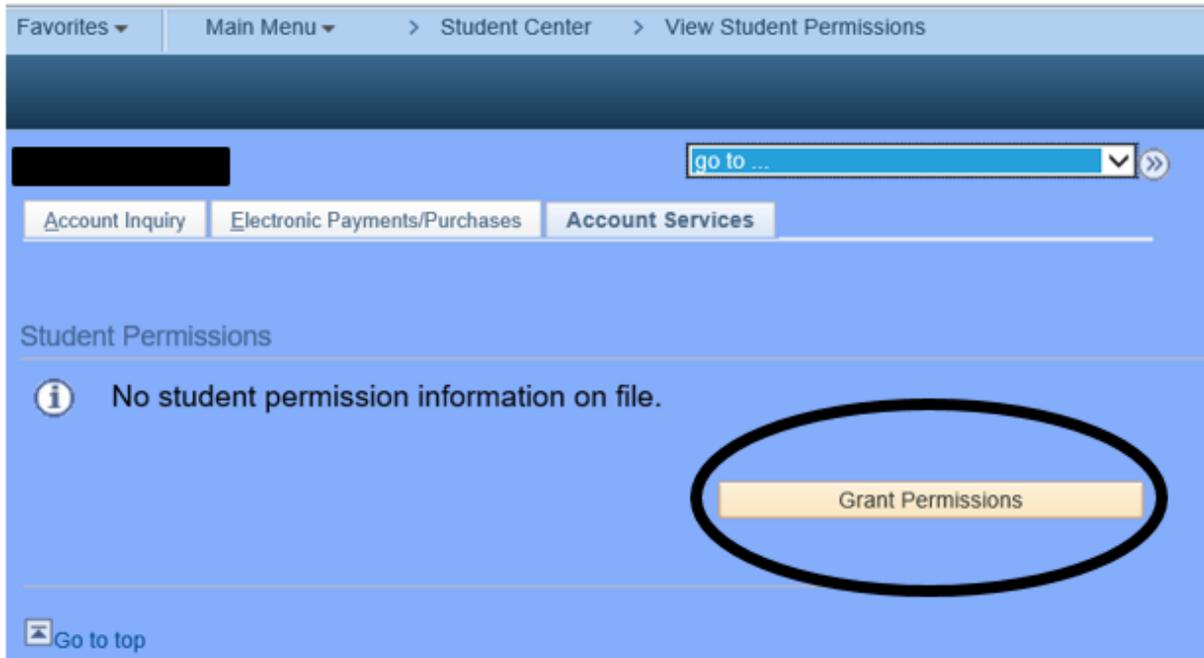
6. Click on **View Student Permissions** in the **Finances** section

The screenshot shows a web interface with a blue background. At the top, there is a navigation bar with a dropdown menu labeled "Academics". Below this, there are links for "Search", "Plan", and "My Academics". A search box contains the text "other academic...". To the right, there is a "Deadlines" section with a calendar icon. Below that is a "Spring 2019 Schedule" section with a table of classes. The table has a header "Class" and lists several courses with their IDs and lecture numbers. Below the schedule, there is a "Finances" section with a dropdown arrow. Under "Finances", there are two main categories: "My Account" and "Financial Aid". Under "My Account", there are links for "Account Inquiry" and "eAccount Management". Under "Financial Aid", there are links for "View Financial Aid", "Accept/Decline Awards", and "View Student Permissions". A large black arrow points to the "View Student Permissions" link.

Class
MRKTMERC 10104189 LEC (23313)
SUPVDEV 10196123-V LEC (23735)
SUPVDEV 10196127-V LEC (23736)
SUPVDEV 10196131-V LEC (23737)
SUPVDEV 10196149-V LEC (23738)
SUPVDEV 10196158-V LEC (23739)

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7. Click on **Grant Permissions**



8. **FA\_BKCHRG** will display in the **Permissions** section and is checked by default. Click on **Next**.

## 9.2 WITC Student Directions on Accepting Bookstore Permission to Charge

Student Permissions 1 2 3

### 1. Select Permission Form

IF YOU ARE RECEIVING FINANCIAL AID PLEASE READ AND TAKE APPROPRIATE ACTION. NO ACTION IS REQUIRED IF YOU ARE NOT A FINANCIAL AID RECIPIENT.

The Department of Education has implemented federal regulations that authorize this College to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid award notice from the College and could include, but not limited to:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Direct Loan - Subsidized and Unsubsidized
- State Grants
- Scholarships

Select a permission form and select Next to continue with the agreement process or select Cancel.

Permissions	
Permission Form	Description
<input checked="" type="radio"/> FA_BKCHARGE	I hereby grant the College permission to use financial aid funds for the Book Charge program to charge books and materials. I understand that if I do not grant permission I will have to pay out of pocket for any books and materials purchased.

go to ... »

9. After you have reviewed the agreement, click the box next to “Yes, I have read the agreement”. Click on **Submit**.

Student Permissions 1 2 3

### 2. Permission Form Agreement

I authorize the college 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.

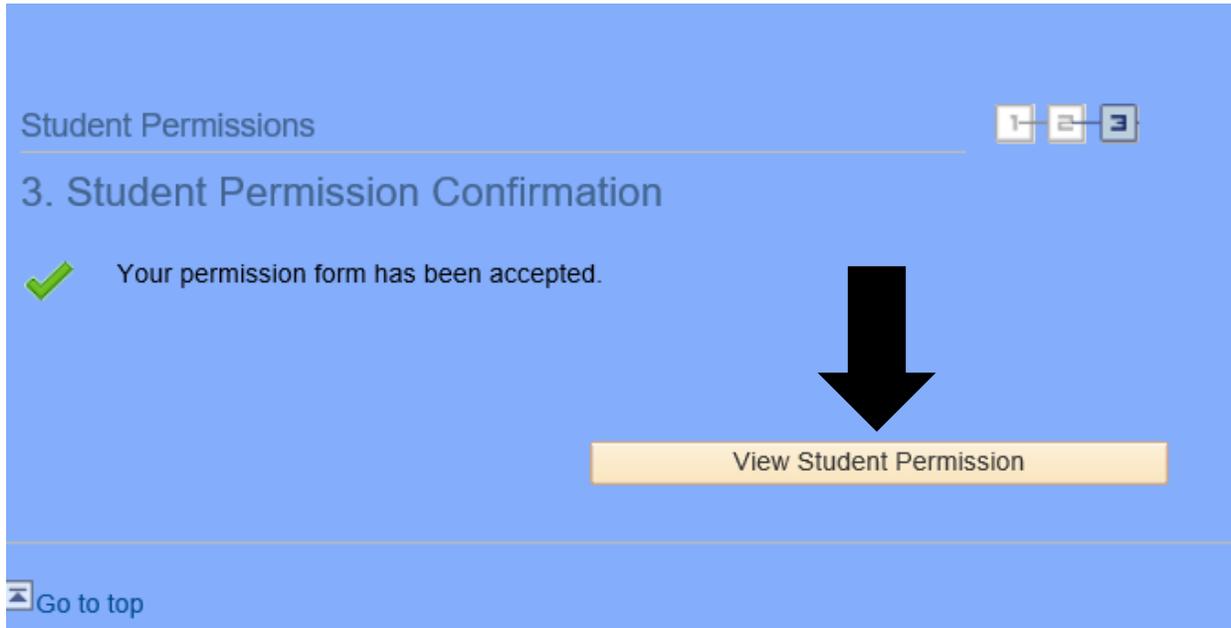
I hereby grant the College permission to use financial aid funds for the Book Charge program to charge books and materials. I understand that if I do not grant permission I will have to pay out of pocket for any books and materials purchased.

The agreement is dated 01/11/2019  Yes, I have read the agreement

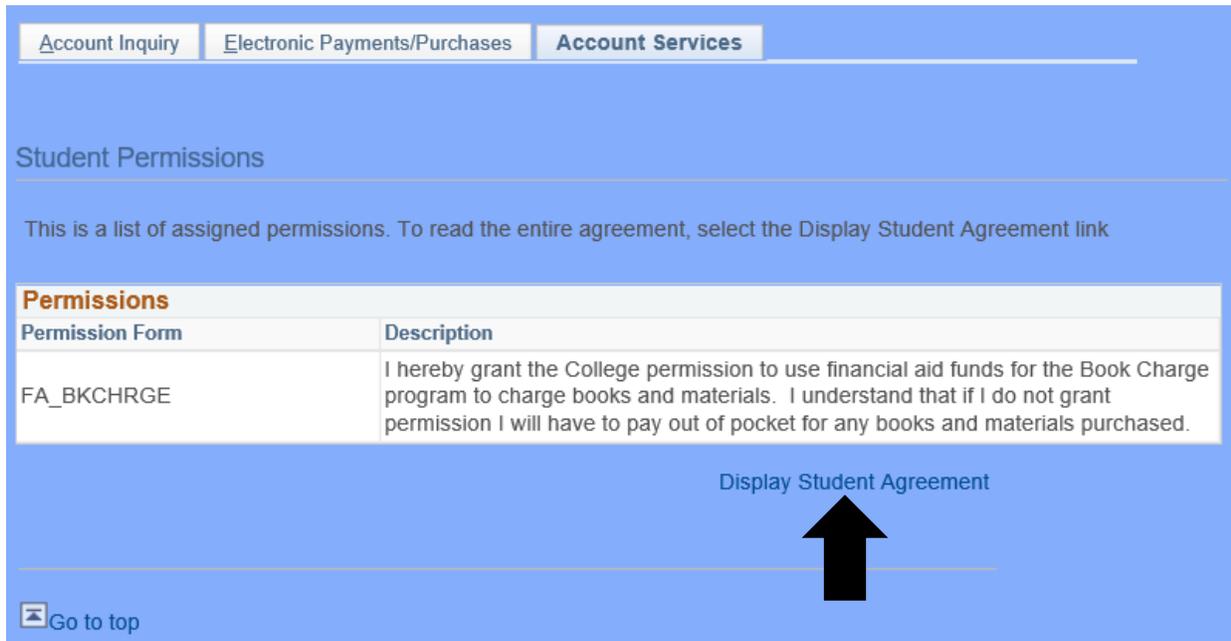
[Go to top](#)

9.2 WITC Student Directions on Accepting Bookstore Permission to Charge

10. Student Permission Confirmation. Click on **View Student Permission**.



11. Click on **Display Student Agreement**



12. Student Permission Agreement

**Student Permission Agreement**

The Department of Education has implemented federal regulations that authorize this College to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid award notice from the College and could include, but not limited to:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Direct Loan - Subsidized and Unsubsidized
- State Grants
- Scholarships

To view your specific financial aid awards, go to your Student Center and click the View Financial Aid link.

Federal regulations require that the College apply your financial aid funds to 'allowable charges', consisting of tuition and mandatory fees. Your student account may also reflect other miscellaneous charges, including but not limited to book charges, tools, library fees, and other associated class costs. Federal regulations require the College to obtain your permission to apply your federal and state financial aid, and your scholarships, to these miscellaneous charges.

By granting this permission, you allow the College to deduct the charges on your student account from your financial aid or any other account credits. If your permission is not provided you will not

[Return](#)

**Extended Verbiage from Student Permission Agreement:**

*The Department of Education has implemented federal regulations that authorize this College to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid award notice from the College and could include, but not limited to:*

- Federal Pell Grant*
- Federal Supplemental Education Opportunity Grant (SEOG)*
- Federal Direct Loan - Subsidized and Unsubsidized*
- State Grants*
- Scholarships*

*To view your specific financial aid awards, go to your Student Center and click the View Financial Aid link.*

*Federal regulations require that the College apply your financial aid funds to 'allowable charges', consisting of tuition and mandatory fees. Your student account may also reflect other miscellaneous charges, including but not limited to book charges, tools, library fees, and other associated class costs. Federal regulations require the College to obtain your permission to apply your federal and state financial aid, and your scholarships, to these miscellaneous charges.*

*By granting this permission, you allow the College to deduct the charges on your student account from your financial aid or any other account credits. If your permission is not provided you will not be able to*

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*charge books against your financial aid. If charges are applied to your student account and there is no financial aid available, the outstanding charges are your responsibility. Please review the College's Tuition Payment Policy for additional information.*

*You are not required to charge books or complete the permission process. Once you provide permission it will be considered valid for current and future terms so long as the College notifies you before financial aid is applied to your student account. If you choose to rescind this authorization, contact the financial aid office during normal business hours.*

13. Click on **Return** to return to the **Student Permissions** screen

go to ...

Account Inquiry | Electronic Payments/Purchases | **Account Services**

### Student Permissions

This is a list of assigned permissions. To read the entire agreement, select the [Display Student Agreement link](#)

Permission Form	Description
FA_BKCHARGE	I hereby grant the College permission to use financial aid funds for the Book Charge program to charge books and materials. I understand that if I do not grant permission I will have to pay out of pocket for any books and materials purchased.

[Display Student Agreement](#)

[Go to top](#)