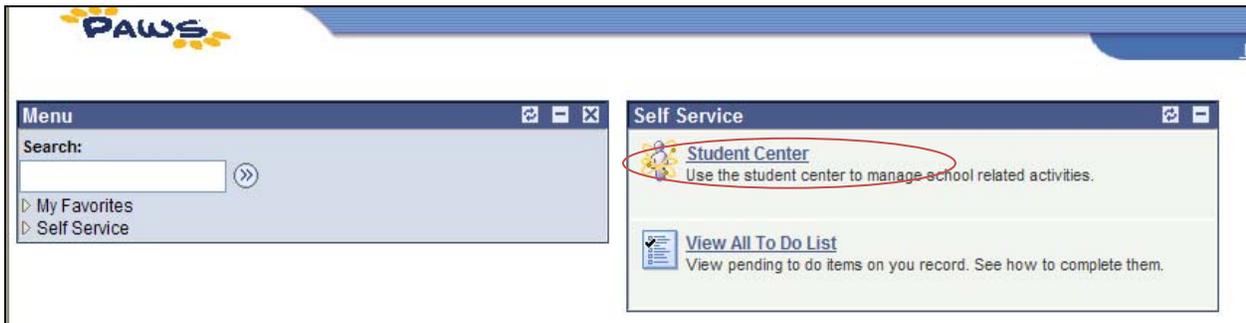


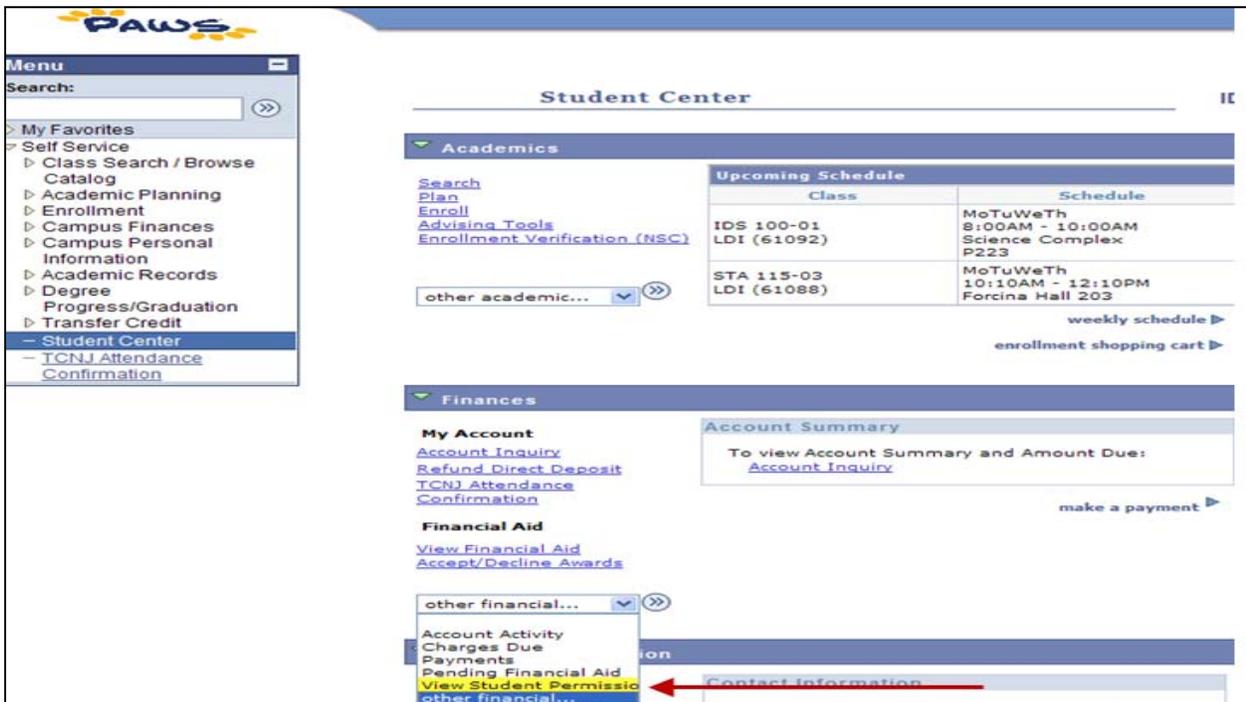
STUDENT PERMISSION FORM INSTRUCTIONS

Student Instructions for Completing the Student Permission Agreement

1. Login to MyTCNJ at: <https://cas1.tcnj.edu/cas/login?service=https%3A%2F%2Fmy.tcnj.edu%2F>
2. Click on **PAWS**
3. In Self Service, click on **Student Center**



4. In the **Finances** section, click on the drop down arrow located next to "other financial..." and select **View Student Permission Form**.



5. Click on the go arrow.

The screenshot shows a 'Finances' section with a left-hand navigation menu and a main content area. The navigation menu includes 'My Account' (with links for Account Inquiry, Refund Direct Deposit, TCNJ Attendance Confirmation) and 'Financial Aid' (with links for View Financial Aid, Accept/Decline Awards). The main content area has an 'Account Summary' box with a message and a 'make a payment' button. At the bottom, a 'View Student Permi' dropdown menu is shown with a red arrow pointing to its go arrow icon.

6. On the permission form page, click on the green box – **Grant Permission**.

The screenshot shows the 'Student Permissions' page. At the top, there are tabs for 'Account Inquiry' and 'Account Services'. Below the tabs is a message box stating 'No student permission information on file.' A green button labeled 'GRANT PERMISSIONS' is circled in red. At the bottom, there is a 'go to ...' dropdown menu with a go arrow icon.

7. On the next page, read the agreement and click on the **NEXT** button.

The screenshot shows the 'Student Permissions' agreement page. It has a title '1. Select Permission Form' and a warning: 'IF YOU ARE RECEIVING FINANCIAL AID PLEASE READ AND TAKE APPROPRIATE ACTION. NO ACTION IS REQUIRED IF YOU ARE NOT A FINANCIAL AID RECIPIENT.' Below this is a scrollable text area containing the agreement text. At the bottom, there is a table with two columns: 'Permission Form' and 'Description'. The table has one row: 'TITLE IV' with the description 'Students allow Title IV money to pay all outstanding charges'. Below the table are 'CANCEL' and 'NEXT' buttons. The 'NEXT' button is circled in red. At the bottom, there is a 'go to ...' dropdown menu with a go arrow icon.

8. Check YES, I have read the agreement.

9. Click on the **SELECT** button.

The screenshot shows a web page titled "Student Permissions" with a breadcrumb trail "1 - 2 - 3" where "2" is highlighted. The main heading is "2. Permission Form Agreement". Below this, there is a paragraph of text: "I authorize The College of New Jersey 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." This is followed by the text "Students allow Title IV money to pay all outstanding charges". Below that, it says "The agreement is dated: 06/22/2011". To the right of this date is a checkbox with a checkmark and the text "Yes, I have read the agreement", which is circled in red. At the bottom of the form area are three buttons: "CANCEL", "PREVIOUS", and "SUBMIT", with "SUBMIT" circled in red. At the very bottom of the page is a "go to ..." dropdown menu with a double arrow icon.

10. You have completed the permission agreement, to review click on the **View Student Permission button**.

The screenshot shows the same "Student Permissions" page, but now at step "3. Student Permission Confirmation". The breadcrumb trail "1 - 2 - 3" has "3" highlighted. A large green box with a checkmark icon contains the text "Your permission form has been accepted." Below this, a button labeled "VIEW STUDENT PERMISSION" is circled in red.

go to ...

Account Inquiry

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
TITLE IV	Students allow Title IV money to pay all outstanding charges

[Display Student Agreement](#)

Account Inquiry **Account Services**

go to ...