To Assist Students in Accepting Permissions for Bookstore Charges

Log into your MyWITC account.

Click on Student Center
Click on **View Student Permissions**

Click **Grant Permissions**
Click the radio button next to FA_BKCHRGE. Click Next.
After you have reviewed the agreement, click the box next to “Yes, I have read the agreement”. Click Submit.

Student Permission Confirmation

Click on View Student Permission
Click on **Display Student Agreement**

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**Student Permissions**

Below is a list of assigned permissions. To read the entire agreement, select the Display Student Agreement link.

<table>
<thead>
<tr>
<th>Permission Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA_BKCHRGE</td>
<td>I authorize the College to use financial aid funds for the Book Charge program to charge books and materials. I understand that if I do not authorize this I will have to pay out of pocket for any books and materials purchased.</td>
</tr>
</tbody>
</table>

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

- [1098 Tax Form](#)
- [Student Permission](#)

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Go to ...
Extended Verbiage from Student Permission Agreement as of 7/27/2015:
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. If your permission is not provided you will not be able to 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.