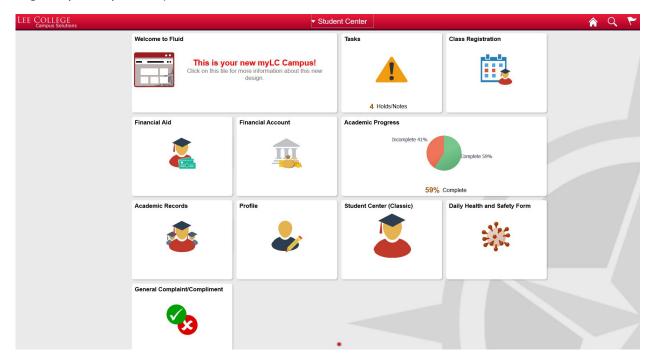
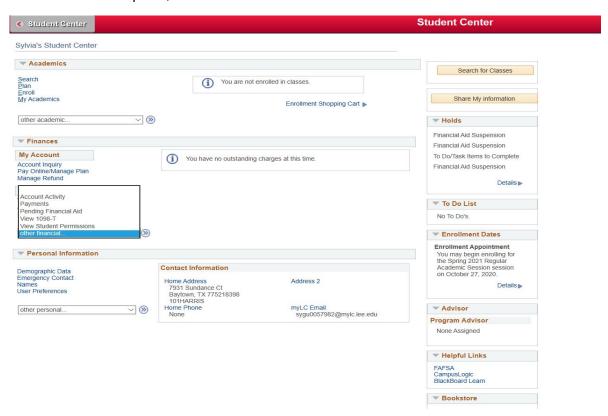
## **How to Complete Student Permissions**

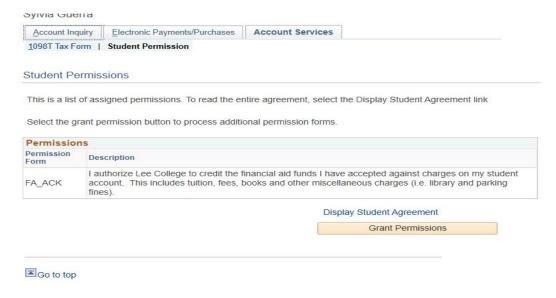
Log into your myLC campus account, and click "Student Center (Classic)."



Click the second drop box, and select "View Student Permissions."



You will click grant permissions. (You will only see the permissions completed on this screen. If you don't see any permissions completed, just click "Grant Permission.")



Select the permission you need to complete, and click "Next."



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

	Institution	Permission Form	Description
0	LEETX	PY_CHARGE	I authorize the use of my financial aid funds to pay prior year charges. This authorization will allow the College to use Title IV financial aid funds to cover prior year outstanding charges, not to exceed \$200.
0	LEETX	SCHOL_ACK	I acknowledge that I am not related to a member of the Lee College Board of Regents. Therefore, I am eligible to receive institutional funds.
•	LEETX	TX_AID_ACK	I certify that I have not ever been convicted of a felony or offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act) or under the law of another jurisdiction involving a controlled substance as defined by Chapter 481.

Check the "Yes, I have read the agreement" statement, then click "Submit."

