

# Step-By-Step Instructions to Complete Title IV Authorization

- Log into [AP OneStop](#).
- Select the "Web Self Service" tab.
- Select the "Financial Aid and Veterans Affairs" tab.
- Choose the "Eligibility" option.
- If prompted choose the Aid Year.
- Under the "Student Requirements" tab click on the "Complete Title IV Authorization Form" link under "Unsatisfied Requirements".
  - This requirement will be under "Satisfied Requirements" if already completed. *If you would like to change your response to the Title IV Authorization, then click the "Complete Title IV Authorization Form" link and complete these steps again.*
- Choose from the following two options and then click "Continue"
  - "I authorize APSU to credit all Title IV funds to my student account to pay current educational and non-educational charges (i.e., parking tickets, Health Services, Bookstore, etc.) as well as prior term charges within the same academic year. I understand this authorization will remain valid while enrolled at APSU, and I may cancel this authorization, in writing, at any time."
    - This option will allow you to pay a previous terms balance with a current term refund as well as use your refund to charge in the bookstore.
  - "I do not authorize APSU to credit Title IV funds to pay current non-educational charges as well as prior term charges. I understand I will be responsible for all charges due to APSU."
- You will receive a confirmation of your choice. Choose the "Back to Student Requirements" button to return to "Student Requirement" with either "Approved Title IV Auth" or "Denied" depending on your choice.