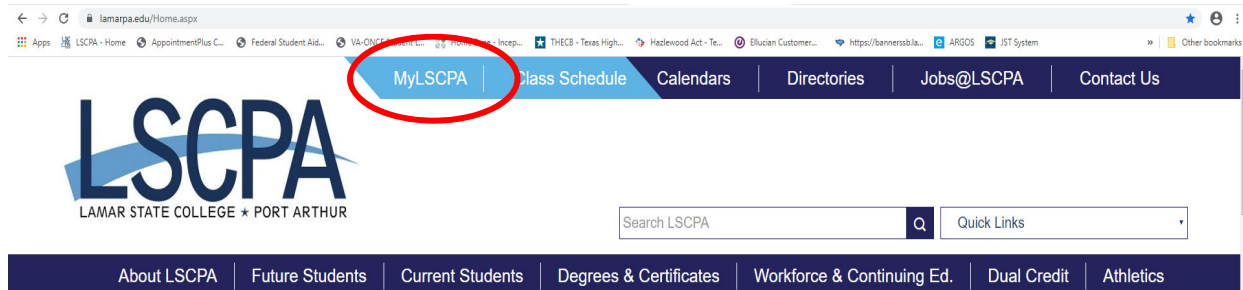


# How to Accept Your Terms and Conditions

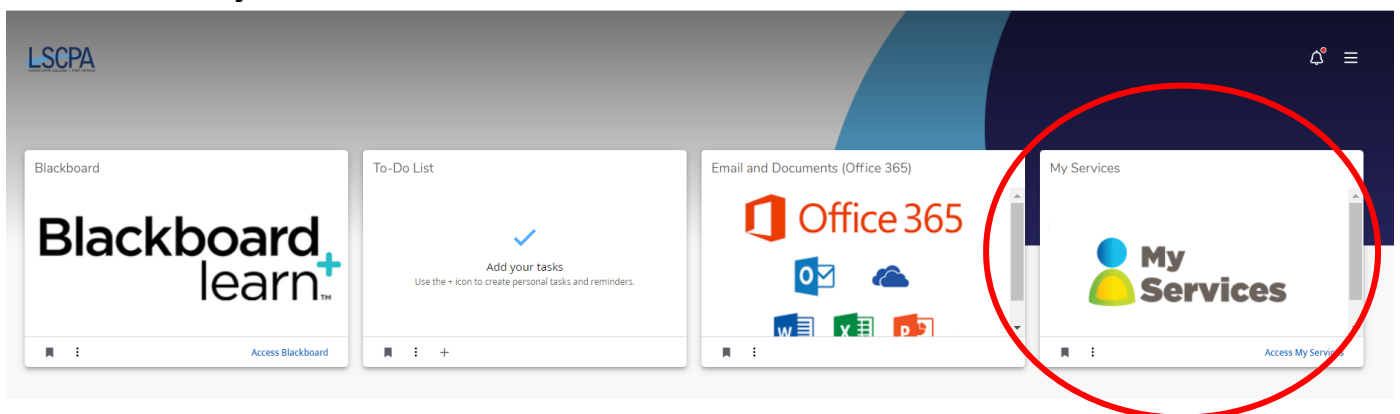
1. Read the “[Satisfactory Academic Progress Policy](#)” (SAP).
2. Read the “[Disclosure Statement for Grants.](#)”
3. Read the “[Disclosure Statement For Loans.](#)”
4. Click on “**MyLSCPA**” blue tab



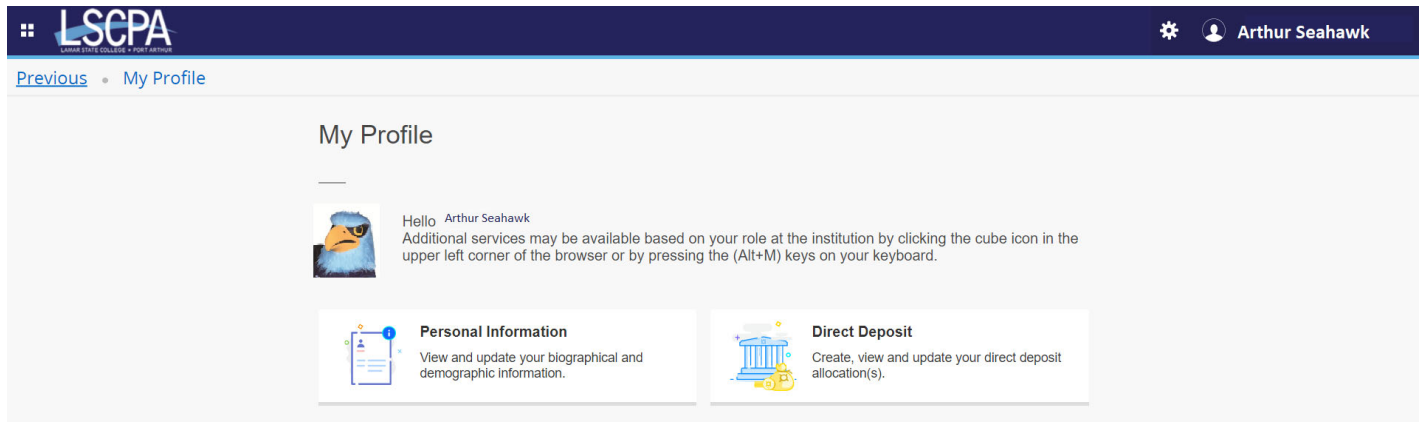
5. Log in using your Email Address and password

If you have forgotten your password you can reset it online or contact the Help Desk at (409) 984-6150.

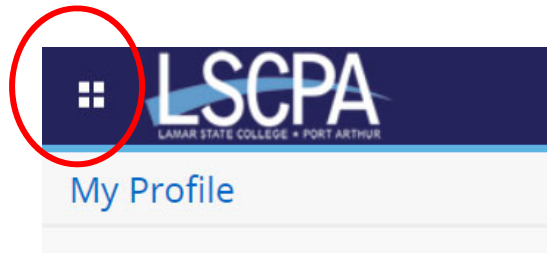
6. Click on “**My Services**”



7. It will land you on your profile page.



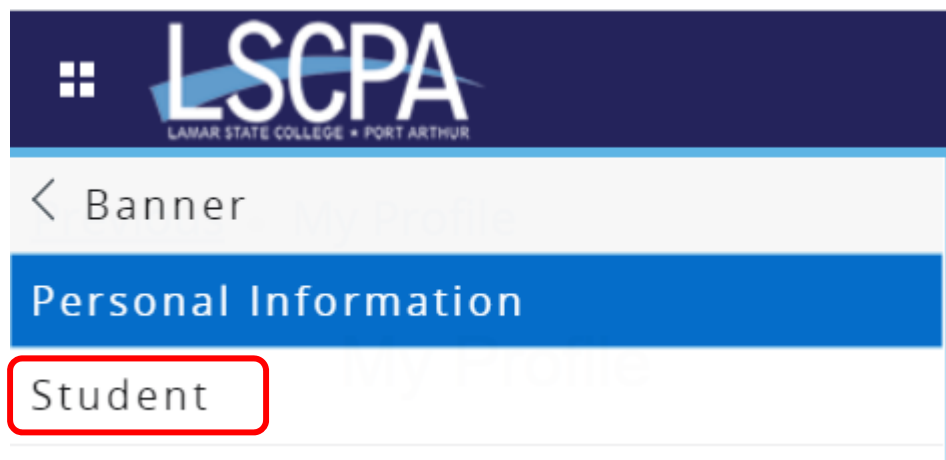
8. Click on the Four Boxes in the corner next to the LSCPA Logo. This is a drop down menu.



9. Select Banner



10. Select Student



11. This will land you on the Student Services Page. Click on Financial Aid Applicants.

12. You will land on the Financial Aid homepage. Here you will be asked to answer required questions and see your Required Documents.

### 13. Answer the Questions and hit submit.

#### Questions from the Financial Aid Office ✕

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The Proceeds from your Federal Student Aid (Pell Grant, SEOG, and Federal Direct Loans) can be used to pay non-institutional charges and minor prior year balances if authorized by you. Prior year balances can be paid with current Financial Aid not to exceed \$200.00. I authorize Lamar State College Port Arthur to apply my federal student financial aid to pay off my prior year charges not to exceed \$200.00. I understand that this authorization will remain in effect throughout my LSCPA student career until such a time as I submit a written request to cancel this authorization.

The Proceeds from your Federal Student Aid (Pell Grant, SEOG, and Federal Direct Loans) can be used to pay non-institutional charges and minor prior year balances if authorized by you. The non-institutional charges could consist of: Parking fines, Library fines, etc. I authorize Lamar State College Port Arthur to apply my federal student financial aid to any non-institutional charges on my student account. I understand that this authorization will remain in effect until I submit a written request to cancel this authorization. I understand that I will be responsible for paying any outstanding debts to Lamar State College Port Arthur if I cancel this authorization.

You must agree to the terms and conditions of your award before your aid can be disbursed to your account. You should read and review the following information: Grant Disclosure statement, Loan Disclosure Statement, and the Satisfactory Academic Progress Policy. Have you read and agree to the Terms and Conditions.

### 14. It will take a day before your Terms and Conditions are satisfied.