
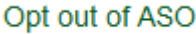
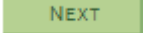
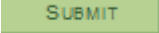
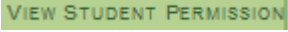
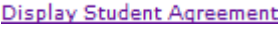
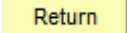


## Opting Out of the ASO Fees for the Current Semester

Step	Action
1.	To decline or opt out of the ASO fees, you will find that under the Finance Menu.  Click the button to the right of the <b>Finances Menu</b> field. 
2.	Click the <b>Opt out of ASO</b> link. 
3.	Notice that the <b>ASO FEE</b> button is automatically selected and cannot be changed.  To proceed, click the <b>Next</b> button. 
4.	The <b>2. Permission Form Agreement</b> page is viewed.  ASO Fee opt out is done per semester. To opt out of future semesters, you will be required to submit this form again.  Click the <b>Yes, I have read the agreement</b> checkbox. <input type="checkbox"/>
5.	Click the <b>Submit</b> button. 
6.	The <b>3. Student Permission Confirmation</b> page is viewed.  <b>IMPORTANT:</b> It may take up to four (4) hours for the system to remove the charges from your account. If you want to make a payment on your account prior to the removal of the charge, simply deduct \$7.00 from your payment.  Click the <b>View Student Permission</b> button to return to your <b>Student Permissions</b> page. 
7.	To view your agreement, click the <b>Display Student Agreement</b> link. 
8.	The <b>Student Permission Agreement</b> is viewed.  Click the <b>Return</b> button to return to the <b>Student Permissions</b> page. 

Step	Action
9.	You have successfully Opted Out of the ASO Fee for the current semester. <b>End of Procedure.</b>