GRADUATE ONLINE BOOK VOUCHER PROCESS

Students seeking to charge books on their student account must complete the following before the university will facilitate a Book Voucher with the university Bookstore.

1. The student must have a credit balance on their student account beyond the cost of tuition for the academic term. A voucher is required each academic term.
2. The student must have completed a valid FAFSA form for processing a financial aid award.
3. The student may not have an outstanding balance on their previous academic term that has not been paid in full.
4. The student must have accepted the Terms and Conditions of their financial aid award and accept the amount of loan they want to receive.
5. For new students, the student must have completed Loan Entrance Counseling and a Master Promissory Note.
6. The student may contact the Financial Aid Office to receive a Book Voucher or the form will be available to qualifying students on the Student Portal in the Student Financial Services box.

Book Vouchers will be accepted through the first week of each academic term (or first week of the module the student begins class) so charges are included in the assessment of credit refunds. After the first week, vouchers will not be processed.

Student will return the completed Book Voucher to the financial aid office where credit availability will be verified. Financial Aid will notify the Bookstore of the available credit. When the credit has been assessed by the Bookstore, an email will be sent to the student to notify them that their financial aid is available to order books online.

Upon checkout, select “Financial Aid” as the ALTERNATE FORM OF PAYMENT:

![Payment Methods](image)

Enter the student ID/J# in the required field:

![Payment Methods](image)
Proceed with check out.

The Student Accounts office will enter the charge data onto the student account where the amount will be withheld from credit refund. The Student Accounts Office will pay the Bookstore for all charges assessed by students for the academic term.