

	POLICY	Motion No.	FF 1011-2016
	Bookstore Voucher	Effective Date	8/09/16
		Responsible Department	Finance
		Attorney Review / Date	[Attorney Name] [Date]

SCOPE

The purpose of this policy is to provide students receiving financial aid, in excess of tuition and fees, the ability to charge books to their student accounts. This policy will supersede any existing policies.

POLICY

Students receiving financial aid that have a credit balance on their account after tuition and fees have been deducted will be eligible to charge up to \$1000 in the book store:

- No student will be permitted to charge more than \$1000 or the credit balance listed on the student’s account if the balance is lower than the \$1000 maximum. Students must pay any balance over \$1000 out of pocket.
- Students will only be permitted to charge books to their student account along with specifically required class materials listed on the course syllabus.
- Students will not be permitted to charge other merchandise available in the book store (ex. supplies, food, electronics, book bags) to their student account.

Effective Date	Motion Number	Document Author	Description of Change
8/09/2016	FF 1011-2016	Finance	Revision (Increased the amount of the Bookstore voucher that can be used with available Financial Aid.)
6/25/2013	FF 1011-2013	Finance	Initial Release