



# OFFICE OF FINANCIAL AID FAQ - BOOK VOUCHERS

As a service to eligible financial aid recipients the college offers students the opportunity to purchase books and supplies using financial aid funds (that exceed tuition and fees) as a book allowance. In order to access the book allowance a student is issued an account in the campus book stores. The book allowance is an early refund of financial aid funds (e.g. the Pell or TAG grant or a Stafford loan). **YOUR BOOK ALLOWANCE IS DEDUCTED FROM YOUR GRANTS AND LOANS; IT IS NOT A SEPARATE OR ADDITIONAL TYPE OF FINANCIAL AID.**

**Students are not permitted to transfer any amount of their book voucher allowance to a gift-card or to convert the book voucher allowance to cash by any other means (such as by returning goods purchased on a voucher for cash).**

The financial aid office (FAO) will issue the book allowance to most students via an electronic account in the bookstores. Other students may be issued paper book voucher. Students using an account a paper book voucher will be able to purchase books and supplies at any campus bookstore.

This FAQ information sheet is designed to assist financial aid recipients in understanding how to use the book allowance to purchase books and supplies.

### Q: How do I choose a bookstore?

- ◆ If you are a student who is enrolled in courses at the Blackwood Campus, you are advised to buy your textbooks at the bookstore in Blackwood.
- ◆ If you are a student who is enrolled in courses at the Camden Campus, you are advised to buy your textbooks at the bookstore in Camden.
- ◆ If you are a student who is enrolled in courses at the Rohrer (Cherry Hill) Campus, you are advised to buy your textbooks at the bookstore in Rohrer.
- ◆ If you are enrolled in courses at the Camden Campus AND courses at any of the other college locations, you are advised to purchase your Camden Campus course textbooks at the Camden bookstore and the textbooks for the other courses at the Blackwood bookstore.

### Q: How is my book allowance calculated?

The financial aid office calculates your book allowance each semester based upon your registration status and financial aid eligibility as it stands approximately three weeks before the semester begins. If you change your schedule by dropping or adding classes subsequent to this point your book allowance may not correctly reflect your registration status and financial aid eligibility. If your financial aid does not cover your bookstore purchases because your registration status changed, you became ineligible for some or all of your financial aid, a calculation error was made, you did not attend any classes, or for any other reasons whatsoever; you are still responsible for payment in full of any amount that you expend in the bookstore(s).

- ◆ Tuition and fees will be deducted from your financial aid award **before** a book allowance is calculated.
- ◆ The chart below lists the maximum amount that can be issued to you in a book allowance (SDC or paper voucher) for your purchase of books and supplies:

Maximum Book Allowance Per Semester			
Full time (12 or more credits)	\$600	Half time (6-8 credits)	\$300
Three quarter time (9-11 credits)	\$450	Less than half time (1-5 credits)	\$150

**Your actual allowance may be less than the amounts listed above. Your allowance is individually calculated based upon your financial aid eligibility and the cost of your tuition and fees.**

**PLEASE NOTE:** The maximum book allowance listed above is the maximum for **ALL** purchases, whether they are made at one bookstore or any combination of bookstores. It is critical that you manage your book allowance, especially if you purchase books at more than one location. If you exceed the maximum, you are responsible for payment of the overage.

**OVER**

**Q: When can I begin to use my book allowance? (and other important timeframes).**

- ◆ After you are registered and have been awarded financial aid the financial aid office will notify you as to your eligibility for a book allowance via e-mail and letter. The letter will instruct you to go directly to the appropriate bookstore, and with your validated CCC identification card you will be able to begin charging books.

Book allowances are issued beginning two weeks prior to the start of the fifteen-week semester.

- ◆ **Fall book vouchers will be issued beginning mid-August and will expire on October 1.**
- ◆ **Spring book vouchers will be issued beginning early January and will expire on March 1.**
- ◆ **Summer book vouchers will be issued beginning early May and will expire on July 1.**

Please note, the college does **not** issue book vouchers for the winter intersession or for any other semester not listed above except on an appeal basis. Please contact the financial aid office for information.

**Q: May I use my book allowance to purchase items that are not required for my classes?**

You are advised not to use your book allowance to purchase items that are not required for your classes. It is a violation of federal law to use financial aid funds for non-educational purposes (e.g. using your book voucher to purchase items such as electronic devices like MP3 players, DVD's iPods or CD's) or to transfer your financial aid funds to others (e.g. using your book voucher to purchase items for others). Students are permitted to purchase food with the book allowance.

**Q: Can the maximum allowance be increased?**

Student may appeal to the FAO for an increase to the maximum allowance in certain limited circumstances as follows:

- ◆ The student must have sufficient remaining financial aid to cover the requested increase; **and**
- ◆ The student must be enrolled in classes for which the book and supply expenses exceed the maximum allowance and the student must document that the initial allowance was spent exclusively on items required for his/her classes.

**Q: How do I get a refund of my unused credit from my book allowance?**

The college will refund any unused credit from your book allowance along with any other financial aid refund to which you are entitled by check. All refunds are issued by stipend check and are mailed after the mid-point of the semester.

**Additional information and reminders about your Book Allowance:**

- ◆ Please keep all bookstore receipts in case you need to return any items.
- ◆ You will not lose your unspent allowance when your account expires; it will be included as a refund in your stipend check.
- ◆ You are responsible for all purchases you make in the bookstore. If you drop classes, fail to attend, or stop attending, your financial aid will be reduced or canceled. If your financial aid does not cover your bookstore purchases for any reason whatsoever you are still responsible for payment in full of any amount you expend in the bookstore(s).

Violation of the regulations governing the financial aid programs is sufficient grounds for termination of all financial aid and referral for disciplinary action. Violations include, but are not limited to, fraudulently completing financial aid paperwork, using financial aid funds for non-educational purposes (e.g. using your book voucher to purchase non-educationally related items), and transfer of financial aid funds to others (e.g. using your book voucher to purchase items for others).

We hope that this information will make your experience using your book allowance as convenient as possible. We wish you much success in your academic endeavors.