

Book Voucher Process

- 1) A student requests a voucher from the campus Financial Aid Specialist.
- 2) The campus FA specialist confirms FA has been awarded and loans processed. No vouchers can be approved unless aid is awarded and loans are processed.
- 3) If FA has been processed, the campus FA specialist will verify the amount the student will have available after tuition and fees are paid.
- 4) The FA specialist will complete a book voucher for the maximum amount as indicated from step 3 above.
- 5) The student and FA specialist sign the voucher together.
- 6) The student presents the voucher to the bookstore to charge books against FA.
- 7) The bookstore completes the voucher with the actual amount of books charged and submits the vouchers to the business office to enter amount on ISRS as a charge against FA.
- 8) When financial aid applied runs, tuition, fees, book vouchers and food vouchers will be deducted from aid available and a net check will be issued to the student.

Students with only online courses should contact the campus financial aid specialist by email to begin this process.