The College of Saint Rose Bookstore Voucher Policy

In order to assist our students with purchasing their books in a timely manner, the College offers bookstore vouchers to qualified students. Students whose pending financial aid is scheduled to exceed total charges may be eligible for a voucher. A bookstore voucher is considered to be an advance on a pending refund, and may be used for books and related supplies at our Campus Bookstore. Beginning one week prior to the semester start date, and for the first two weeks of each semester, voucher requests may be made at the Bursar's Office, 3rd floor of Saint Joseph's Hall.

To determine eligibility for a Bookstore Voucher, we will <u>only</u> consider the following:

- 1. Your current account balance, including any payments, loans or aid already received.
- 2. Pending state, federal or institutional awards that appear as memo items on your student account.
- 3. Pending Federal Direct Student Loan funds which appear on your student account as memo items, and which are scheduled to disburse at a later date. All disbursement requirements must have been completed.

We are <u>unable</u> to consider the following <u>pending</u> items:

- 1. Pending monthly payment program funds.
- 2. Pending graduate assistantship awards.
- 3. Pending outside-funded scholarship or tuition assistance programs.
- 4. Pending Federal Direct Student Loan funds (which have not disbursed, due to outstanding requirements).
- 5. Pending Federal Parent Plus Loan funds.
- 6. Pending alternative loan funds.

If a voucher is approved, your student account will initially be charged for the estimated voucher amount that you request, for up to the amount of your pending refund. The voucher may be used to purchase textbooks and supplies in the Campus Store beginning the week prior to, and during the first two weeks of the semester. Any unused portion will be credited back to your student account after we receive a final itemization from the Campus Store.