

# Cincinnati State Book Voucher Policy

## Guidance from the U.S. Department of Education:

The U.S. Department of Education has issued guidance to schools regarding a variety of options to assist students in obtaining or purchasing books and supplies. These options may include cash disbursements, **bookstore vouchers**, stored value cards, school credit, check and EFT transfers to the student's bank account.

Cincinnati State has chosen to use the **book voucher** process for students to purchase books and supplies. The U.S. Department of Education's guidelines state that if a student uses the option provided by the institution to get books and supplies, the student is considered to have authorized the use of Title IV funds, and does not need a written authorization for this purpose only.

To ensure that students have timely access to books and supplies, the Book Voucher Policy at Cincinnati State is based on the guidelines and regulations of the U.S. Department of Education.

## Cincinnati State Book Voucher Policy:

Book Vouchers are issued electronically to students who have completed all financial aid requirements. For some, the awards have been posted to MyAward, and the student has funds remaining from their award(s) after all charges are paid in full. If the student meets this requirement, the student will have pending aid reflected on their registration statement with a credit balance. The students will be directed to access their account on the Portal, to determine if a credit balance is available. If there is a credit balance then the student is able to use their pending aid to purchase books and supplies from Follett Bookstore. Detailed information about the book voucher program is available on the College website each semester.

The available book voucher amount is based on the student's award at the time the voucher is issued. Changes to student's initial semester enrollment (drops, withdrawal, not in attendance, etc.) or changes in the student's eligibility for aid will cause an adjustment to the available book voucher amount. The voucher is only valid for use in the Cincinnati State Main Campus or Middletown Campus bookstore locations. We strongly encourage students to purchase their books on-line at [www.cincist.bkstr.com](http://www.cincist.bkstr.com).

If students are not eligible or do not wish to use the voucher, they are responsible for purchasing their books and supplies until the balance of the funds is disbursed.

Book voucher availability for the semester begins approximately one week before the first day of classes and ends six weeks after the start of the semester. Detailed dates to charge books and supplies are available on MyServices. The bookstore maintains records of the amount charged by each student and submits this data to the Bursar. The book store provides this data to the Bursar and the Bursar deducts these charges from the student's account.

For students enrolled in six or more eligible credit hours during a semester, who are registered for a full semester and/or flexibly-scheduled courses, pending aid may not be available. Students may contact the Office of Financial Aid if they wish to request an electronic book voucher.

### **Using the Book Voucher:**

The Office of Financial Aid will make a determination and provide appropriate information to the eligible students. By using a book voucher, the student is authorizing Cincinnati State to deduct all accrued bookstore charges up to \$700 (additional funds will require special approval) in excess of tuition and other charges. Excess financial aid funds will be reduced as a result of these charges. The student is responsible for paying all bookstore charges not covered by excess financial aid funds. Misuse of financial aid funds is a violation of Federal regulations. **No exceptions are made to this policy.**

**If the student's financial aid eligibility changes or if awards require re-calculation due to a change in the student's course schedule, the student will be responsible for the balance created on their student account from this book voucher. If the student does not receive financial aid or if the student withdraws prior to receiving financial aid, all outstanding charges, including the books charged, will be the student's responsibility.**

**If a student submits a request to decline loans after receiving a book voucher, loans from the current semester will not be declined. In this scenario, a loan decline form will only impact future semesters when a book voucher or disbursement has already been made.**