

23-24 Book Voucher Policy with Terms and Conditions

The U.S. Department of Education has formulated rules to ensure that all Pell Grant and Direct Loan eligible students can obtain books and supplies by the seventh day of classes. Based on this information, the Office of Financial Aid has streamlined its book voucher process for any student who will have an anticipated Title IV credit balance on their billing account and is interested in receiving a book advance.

All students must meet the following conditions in order to be eligible for a book voucher:

- Be a matriculated student with Charter Oak State College
- Be eligible for a Pell Grant and/or Direct Loan
- Have been awarded Title IV aid and meet disbursement requirements for funds awarded
- Have enough Title IV funds credited to the student account in the form of anticipated aid
- **NOTE:** A Title IV credit balance occurs when the total amount of all financial aid funds credited to a student account exceeds authorized charges such as tuition and fees

Terms and conditions regarding the book voucher process:

1. To access the book voucher, a student must log into their "MyCharterOak" account and click on the "Financial Aid" tab. The next step is to click on the "My Financial Aid" link. This action will take the student to Charter Oak's financial aid portal. From here the next step is to open the "Menu" icon by clicking on it. From this view the student will click on "Applications" and then click on the "Book Voucher" link in blue.
2. Students will have the ability to "accept" the terms and conditions of the book voucher or "opt out."
3. For the award year, **students will only need to "accept" the terms and conditions of their book voucher once during the academic year.** This means if a book voucher is processed for a student in the fall, a book voucher will also be processed in the spring and/or summer for the student. Since the student initiated the request in the fall by agreeing to the terms and conditions of the book advance, the student does not need to initiate a new request during their subsequent spring or summer semester. The voucher is now valid over multiple semesters of the award year, as long as the student continues to have an anticipated financial aid credit balance at the beginning of their semester start date.
4. After initially "accepting" or "opting out" of the book voucher process, a student will be required to email the Office of Financial Aid at sfa@charteroak.edu to have their book voucher options reset (i.e., changing an "opt out" to "accept" or changing an "accept" to "opt out").
5. The amount of a student's book voucher (including shipping charges) will be deducted from their semester's financial aid refund.
6. The amounts provided for books and supplies will be based on Charter Oak's allowance for these materials and is subject to change each year.
7. Students are responsible for ordering correct textbook and course materials. Charter Oak will not reimburse students, or increase book voucher amounts, to fix orders made in error.
8. Students are responsible for repaying Charter Oak for book voucher charges if they never attend, drop, or withdraw from classes. In some cases, students will need to repay Charter Oak for their book advance when they are no longer eligible for a financial aid disbursement (i.e., dropping below half-time, defaulting on a federal Direct Loan).
9. Students can only charge up to the pre-approved amount of their book voucher. If an order exceeds the voucher total the student will be responsible for paying the difference in order to finalize their purchase.
10. Books can only be purchased through Barnes & Noble College. Charter Oak will not issue advanced cash disbursements, bank-issued store-value cards, prepaid debit cards, or extensions of credit for purchases made through other vendors (consortium students please note).
11. Charter Oak will issue only one book voucher per semester. If a student receives a book voucher and subsequently registers for more classes, additional vouchers will not be processed. Therefore, it is highly recommended that students register for all of their classes at one time.
12. Students will be notified by Barnes & Noble College through their Charter Oak email when the voucher is available.
13. Students must use the book voucher to purchase books and supplies prior to its expiration date – 7 days after the start of classes.

Per Semester Book Voucher Amounts for the 23-24 Academic Year:

Undergraduate Students (Associate/Bachelor):

- Full Time \$1,000 (12+ Credits)
- Three Quarter \$750 (9-11 Credits)
- Half Time \$500 (6-8 Credits)

Graduate Students:

- Full Time \$1,000 (9+ Credits)
- Half Time \$500 (6-8 Credits)

Certificate Students:

- Full Time \$1,000 (12+ Credits)
- Three Quarter \$750 (9-11 Credits)
- Half Time \$500 (6-8 Credits)