SPRING 2013
BOOK VOUCHER REQUEST FORM

Instructions:

- To receive a book voucher you must be registered and have a Financial Aid credit balance with the College.
- After completing this form and returning it to the Student Accounts Office there is a waiting period of 24 to 48 hours before you can purchase your books.
- The maximum amount of money that you can request to have placed in the bookstore is $800.00. If the cost of your books exceeds $800.00 for the semester and you do have the available credit on your bill, you must come into the Student Accounts Office, located in Laffin Hall, room 226, to discuss the increase with a representative.
- This book voucher will not be valid until one week prior to the start of classes.
- A current, valid Farmingdale State College student I.D. card must be presented to the Barnes & Noble Bookstore cashier at the time of purchase of your books and educational supplies. No cash will be returned at that time. For additional information, please see the Student Accounts Bookstore Credit Information webpage.

TO PROCESS YOUR BOOK VOUCHER REQUEST, PLEASE FILL IN THE INFORMATION REQUESTED BELOW AND RETURN THE FORM TO THE STUDENT ACCOUNTS OFFICE, THE DROP BOX LOCATED OUTSIDE OF STUDENT ACCOUNTS OR THE DROP BOX LOCATED OUTSIDE OF LAFFIN HALL.

Date: ____________________ Ram ID No.: ____________________

Last Name: ____________________ First Name: ____________________

*Voucher Request Amt.: ____________________ Semester & Yr.: SPRING 2013

Signature of Student: ____________________ Date: ____________________

*Please note that the amount approved is subject to the amount of available Financial Aid credit you have for the current semester. The approved amount may be lower than your original request or your request may be denied if you do not have the requested Financial Aid credit on your student bill. If your Financial Aid is reduced or removed from your bill after you use this voucher you will be fully liable for the amount requested.

If your Financial Aid is not listed on your student bill, it is your responsibility to contact Financial Aid to see if there is a problem with your aid.

FOR OFFICE USE ONLY

______Amount Approved ________Amount Reduced ________Request Denied

__________Banner Input Date ________Initials

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