

BOOKSTORE ACCOUNT VOUCHER INFORMATION

The College contracts with Barnes & Noble Bookstore, which is located on campus in the Campus Center. If your bill indicates a credit balance as a result of current term **financial aid** that exceeds your charges for the semester, you may opt to establish a bookstore account at the College bookstore. To establish the account, print out a **Bookstore Account Voucher Request Form**, which can be obtained by going to the Student Accounts page at www.farmingdale.edu/studentaccounts, clicking on the **"FORMS & INSTRUCTIONS"** link, and then selecting **"Bookstore Account Voucher Request Form"**. Return the completed form to the Student Accounts Office (located in Laffin Hall, room 226), either in person, by mail, email from your Farmingdale email account, or place in the Student Accounts drop box in Laffin Hall.

- By signing the Bookstore Account Voucher Request Form, you acknowledge that you are authorizing the use of your financial aid funds, which may include Title IV funds, to pay these charges.
- You remain responsible for the actual amount of the Bookstore Voucher used, even when there is a change to the account and the actual Financial Aid no longer covers the amount of the bill.
- Once the Bookstore Account Voucher Request Form has been received and verified at the Student Accounts Office, your account should be established at the campus bookstore within 24 to 48 business hours.
- Established book voucher accounts will not be valid until **one week** prior to the first day of the term.
- You are limited in the amount of your Bookstore Account Voucher to the amount of the credit that appears on your bill – the amount that your current term's authorized aid exceeds your charges. This amount is indicated on your bill as a negative "Amount Due". For example, -\$200.00 CR.
- The maximum credit allowed is \$1,000 per semester. If you are in a high cost curriculum, or you feel that the cost of your books will exceed this amount, please come in and discuss this with the Student Accounts Office.
- The Office of Student Accounts reserves the right to reduce or deny the amount requested after evaluating your account.
- You can use up to the amount indicated on your **Bookstore Account Voucher** to purchase your books and educational supplies. You are limited to purchasing only books and related educational supplies through this account.
- A current valid Farmingdale State College student I.D. card must be presented to the Barnes and Noble Bookstore cashier at the time of purchase.
- When purchasing books on the Barnes and Noble website, use your RAM ID number (omit the "R") in the SFA field.
- The accounts are "frozen" approximately four weeks after the start of the term. At that time the amount is reduced to the actual amount spent.
- All Bookstore Account Voucher Request Forms must be processed by the Student Accounts Office a minimum of 48 business hours prior to the established date the accounts are "frozen". For additional information, please contact the Student Accounts Office.
- Students have the right to cancel the bookstore account at any time after it has been established. To cancel your bookstore account, go to the Barnes & Noble Bookstore on campus and complete a **Bookstore Account Cancellation Form**. The bookstore will close your account at the amount (if any) spent to date, and will inform the Student Accounts Office of the total revised charge. When considering whether to cancel your bookstore account, keep in mind that any refund is subject to the College having already received your financial aid funds.