

MURRAY STATE COLLEGE BOOK VOUCHER POLICY

What is a book voucher?

A book voucher assists students in purchasing their textbooks and required supplies at the Murray State College Bookstores using excess financial aid. It is an advance of your financial aid. Any amount spent at the bookstore will be deducted from your financial aid awards.

How are students eligible for a book voucher?

To be eligible for a book voucher, a student must apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA), submit the results of the FAFSA in a timely manner and submit all required eligibility documents (i.e. tax transcripts, verification worksheets, academic transcripts, etc.). All required documents must be submitted to the MSC Financial Aid Office prior to the deadline to charge books each semester. In addition, students must be degree seeking at MSC, meet the general eligibility requirements to receive federal and state financial aid, must be enrolled, and must have awarded aid in excess of their charges.

If your financial aid eligibility changes or your awards require re-calculation, you will be responsible for the balance created on your student account from this book voucher.

How much is a student's book voucher each semester?

The amount of the book voucher varies depending on student enrollment and the amount of the award that exceeds semester charges. Tuition and fees, on-campus room and board, and outstanding balances affect the amount of the book voucher. If the amount available is not enough to cover textbooks and required supplies, a student may consult with either the MSC Business Office or MSC Financial Aid Office to determine if the amount may be increased.

What if I don't use the full amount of my book voucher?

Use of the MSC book voucher is optional. If you decide not to use the book voucher or use less than the amount approved, you will receive the funds in a financial aid refund which you may use to purchase your books and supplies at the location of your choosing. Financial Aid refunds are usually available approximately two weeks following the deadline to purchase books with the book voucher. Information regarding textbooks such as the International Standard Book Number (ISBN) and retail price information is available on the MSC webpage under the Consumer Information link under About MSC.

How do students obtain a book voucher?

For students who received an award letter at least two weeks prior to the start of a semester, the student need only go to the Business Office and the bookstore account will be created if the aid exceeds the charges. Late applicants who have completed their financial aid file and submitted all required paperwork need to go the Financial Aid Office. The Financial Aid Advisor will perform a preliminary application review and provide a book voucher if everything appears to be in order. The book voucher indicates that this is estimated eligibility and if during the full review, it is determined the student is not eligible for the estimated aid, the student is responsible for charges incurred at the Bookstore. The

student must take the paper Book Voucher to the Business Office so the bookstore account can be created.

What is the deadline for using the book voucher?

The deadline is published each semester by the bookstore and is usually at the end of the third week of the fall and spring terms and a shorter timeframe for summer.

Where are the book vouchers honored?

At the MSC Bookstore on the Tishomingo campus, Murray on Main Store in Tishomingo, and at the MSC Bookstore at our Ardmore location.