



## **AULTMAN COLLEGE OF NURSING AND HEALTH SCIENCES BOOK VOUCHER POLICY & PROCEDURE**

Aultman College has a process of generating book vouchers for eligible students. The book voucher program is offered to Aultman College of Nursing and Health Sciences students who wish to purchase books a month prior to the first day of the semester and continue through the second week of classes.

- Only one book voucher per student per semester.
- No book vouchers will be given after the second week of class.
- Students are not permitted to purchase books for other students.
- Only required textbooks for the currently enrolled semester will be permitted.
- Student is required to order their books through approved vendors.
- Maximum total voucher is \$900 per semester.

### **PROCESS**

1. Student must apply for federal financial aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. Student's financial aid file must be complete.
3. Student must sign the Financial Aid Offer that authorizes Aultman College to use your financial aid funds to cover allowable charges.
4. Student must complete the book voucher contract and book list, then bring it to the college office or email [billing@aultmancollege.edu](mailto:billing@aultmancollege.edu)
5. College will email order form to approved vendors.
6. Charges will be posted to the student's account by the Billing Office.
7. Students with any outstanding balances at the end of the current semester will not be able to register for subsequent semesters until the balance is paid in full.



**AULTMAN COLLEGE OF NURSING AND HEALTH SCIENCES  
BOOK VOUCHER CONTRACT**

I, \_\_\_\_\_, would like to participate in the Aultman  
(student name printed)

College of Nursing and Health Sciences Book Voucher program. I understand that I must fill out the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and my financial aid offer is completed (approving my aid and completing all necessary steps for aid to be processed). Book vouchers are only available for the purchase of books through approved vendors. I agree to allow Aultman College of Nursing and Health Sciences to use my financial aid dollars to cover all costs charged to me for my textbook purchases.

I may cancel this authorization at any time prior to my book order being shipped. Cancellations must be made in writing by emailing [billing@aultmancollege.edu](mailto:billing@aultmancollege.edu) during business hours.

If I have an outstanding balance at the end of the current semester, I will not be eligible to register or request a book voucher for subsequent semesters until the balance is paid in full or satisfactory payment arrangements have been made with the Billing Office.

My signature on this form indicates I have read and understand the information. My authorization or limit of authorization will remain in effect until written notice of change is received.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Return this form and all necessary forms, if applicable to:

Aultman College – main office  
OR [Billing@aultmancollege.edu](mailto:billing@aultmancollege.edu)