



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

Effective Fall 2009, Aultman College will begin the 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 one week 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.
- Book voucher program is available during fall and spring semesters only.
- 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 Matthew Medical (no other vendors will be accepted for the voucher program).
- Maximum total voucher is \$750.

PROCESS

1. Student must apply for federal financial aid (FAFSA) at www.fafsa.ed.gov.
2. Student's financial aid file must be complete.
3. Student must sign the Federal Aid Authorization Form that authorizes Aultman College to use your financial aid funds to cover allowable charges.
4. Student must complete Textbook Order Form and bring it to the Billing Office along with an attached copy of their registration.
 - Students ordering textbooks that amount to over \$750 will be required to submit credit card information to cover the balance difference.
5. Billing Office will fax order form to Matthew Medical.
6. Charges will be posted to the student's account by the Billing Office.
7. Aultman College of Nursing and Health Sciences students are eligible for book vouchers, if available and offered by Aultman College.
8. 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 a maximum of \$750 will be credited to my account for book purchases after I have filed the FAFSA (www.fafsa.ed.gov) and my financial aid file is complete. Book vouchers are only available for the purchase of books through Matthew Medical. I also understand that I will not be permitted to register for future classes or obtain any future book vouchers until all outstanding balances have been paid in full. 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 rescind this authorization at any time prior to incurring miscellaneous charges. To rescind my authorization I must submit a **NEW** authorization form. Otherwise my form will remain in effect as long as I am enrolled at Aultman College of Nursing and Health Sciences.

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

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.

By my initials, _____, if I am a recipient of Federal Title IV funds, I authorize Aultman College of Nursing and Health Sciences to credit my student account for outstanding prior year balances not to exceed \$200 and college-related charges other than tuition and fees.

Student's Signature

Date

Return this form and your credit card information, if applicable to:
Aultman College, Billing Office
2600 Sixth Street SW
Canton OH 44710