



Richard Bland College

of WILLIAM & MARY

Using Student Financial Aid as a Bookstore Voucher to Purchase Textbooks

Bookstore Vouchers will be available for request 8/10/20 through 8/31/20

Steps:

1. Determine if you are eligible for a bookstore voucher by checking either your student bill, or viewing your account balance and financial aid screens in Banner.




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Personal Information **Student** Financial Aid

Search

Account Summary by Term

 Anticipated third party contract payments, financial aid, and memos are NOT included in this summary.

Summary

Account Balance: \$0.00

Fall 2020

Detail	Code	Description	Charge	Payment	Balance
CMPF		Comprehensive Fee	\$0.00		\$0.00
TECH		Technology Fee	\$0.00		\$0.00
TFA1		Fall Tuition In-State	\$0.00		\$0.00
HDEP		Housing Damage Deposit- THD		\$0.00	\$0.00

Term Charges: \$0.00

Term Credits and Payments: \$0.00

Term Balance: \$0.00

Spring 2020

Detail	Code	Description	Charge	Payment	Balance
APPF		Application Fee	\$0.00		\$0.00
CHBK		Chromebook Charge	\$0.00		\$0.00

Term Charges: \$0.00

Term Credits and Payments: \$0.00

Term Balance: \$0.00

Account Balance: \$0.00

2. Students can request a book voucher for up to \$800 per semester with the following conditions:

- Vouchers can be used in the **Barnes & Noble virtual bookstore only.**



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- Students can only request a book voucher **if they have no outstanding balances due** to the college at the time of the request and have excess financial aid.
- These vouchers **can only be used on books** for your currently enrolled courses and cannot be exchanged for cash.

It is recommended that students obtain an estimated cost of books and supplies for their courses before requesting a book voucher to ensure the request is enough to cover expected costs.

3. Request a book voucher to the nearest \$100 by completing the request form: https://richardblandcollege.formstack.com/forms/richard_bland_college_bookvoucher
4. The student will know the bookstore voucher request is approved Within 24-48 hours by notification from Barnes & Nobles with your voucher ID.
5. The student will see the amount of the approved voucher upon checkout in the Barnes & Noble virtual store. This [video](#) will help explain that process.
6. The book voucher amount requested by the student will be added to their student account as a charge, resulting in an additional amount due to the college and paid for using excess financial aid funds. Once the student purchases their books and supplies, any unused book voucher amount will be refunded to the students account by the 5th week of the fall or spring semesters or upon official withdrawal from the college.

Terms of Bookstore Vouchers:

If the student has or will have a financial aid credit balance for the semester, this voucher will reduce the amount of the refund by the requested amount. If the student does not have a financial aid credit or if the financial aid credit is less than the amount spent on books with the voucher, the additional amount due to the college (after being adjusted to actual costs) must be paid in full before the student may register for the next semester or receive transcripts.

No cash refunds will be issued for books and supplies returned to the bookstore or any unused voucher balances. The book voucher can only be used during the current academic semester, and only up to the 2nd week of classes during the fall and spring semesters.



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A new book voucher request must be submitted for each semester and prior semester unused voucher balances will not be carried forward into the next semester. It is the student's responsibility to submit a book voucher request.