




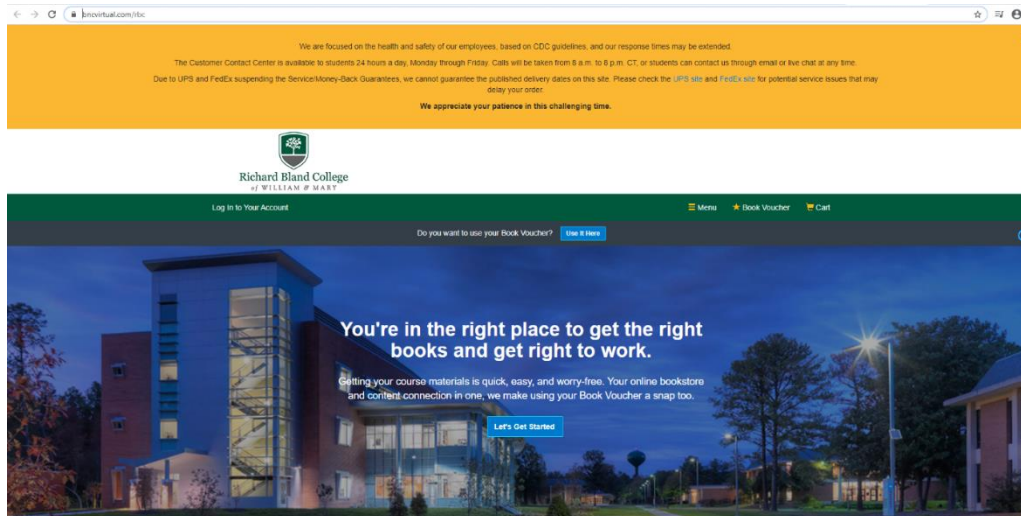
Richard Bland College

of WILLIAM & MARY

Richard Bland College Bookstore Voucher Process

1. Student completes the financial aid process.
2. Student determines whether they are eligible for a Bookstore Voucher by either checking their student bill in Banner. **Student must have a surplus of funding (i.e., a credit) and no outstanding balances due to the College to be eligible for a voucher.**
 - a. For students with a payment plan who wish to use a Bookstore Voucher, their payment plan will automatically increase once the voucher is approved
3. If a student is eligible for a voucher, it is recommended that a student goes to the Barnes & Noble webpage (<https://bncvirtual.com/rbc>) at this point to determine how much money they will need to pay for their books.
 - a. Once at <https://bncvirtual.com/rbc>, the student should click “Let’s Get Started” in the middle of the page.
 - b.
 - i. Next, enter your R Number in the box with “Enter Student ID”. Then, click “View Your Materials.”

Note: If you have used this website previously and “Enter Student ID” is not appearing, you must clear your cache. Google for directions if you do not know how to do this.
 - c. After clicking “View Your Materials” make selections (be sure to “Add to Cart”) and click “Proceed to Checkout”.
 - d. Once at the checkout page, round up to the nearest \$100 to determine the amount needed for the Bookstore Voucher.
 - e. The student does not purchase their books at this time.
4. After determining an appropriate amount to request, the student completes the Richard Bland College Bookstore Voucher Request found at https://richardblandcollege.formstack.com/forms/richard_bland_college_bookvoucher.
 - a. A student can request up to \$800.
5. The information provided by the student is sent to B&N.
6. It takes B&N 24 to 48 hours to send a code to a student via email with instructions for how to purchase their books.
 - a. **Voucher information is sent to a student’s *RBC email*.**
 - b. **If the voucher code does not appear in a student’s inbox, they should check their Spam folder.**
7. After receiving the email from B&N, the student visit <https://bncvirtual.com/rbc> to order books and use their Bookstore Voucher.
 - a. Once at <https://bncvirtual.com/rbc>, the student clicks “Use It Here” at the top of the page.



- i. Next, enter your R Number in the box with “Enter Student ID”. Then, click “View Your Materials.”

Note: If you have used this website previously and “Enter Student ID” is not appearing, you must clear your cache. Google for directions if you do not know how to do this.

- b. After clicking “View Your Materials” make selections (be sure to “Add to Cart”) and click “Proceed to Checkout”.
- c. Once in “Checkout” students will see the amount of money allotted for their Bookstore Voucher.
- d. If a student lives on campus and requires their books to be sent to RBC, the books will be distributed in the current Bookstore at the beginning of the semester. The Bookstore entrance is next to the Parsons Café exit.

Note

A list of frequently asked questions (FAQs) is available at <https://www.rbc.edu/campus-life/bookstore/>.

The Bookstore 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 Bookstore Voucher amount will be refunded to the student's account by the fifth 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 Bookstore Voucher can only be used during the current academic semester, and only up to the second week of classes during the fall and spring semesters.

A new Bookstore 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 Bookstore Voucher request.