



Bookstore Account Authorization

Students receiving financial aid in excess of their institutional charges (tuition, fees, meals, housing, etc.) may request a bookstore account be established at the KU Student Bookstore for the purchase of course required books and supplies. To be eligible for a bookstore account:

- The student must be registered for the classes in the semester for which excess financial aid is available
- The student must be current on all University accounts
- All documents and forms necessary for disbursement of funds must be completed, verified and certified (ex., terms and conditions, master promissory note, entrance counseling, alternative loan, etc.)
- The Financial Aid Office must certify that the student has excess funds available
- The University has not issued a refund for the excess funds
- Student has Granted Permissions for both Title IV and OTH AID in MyKU.

(steps to do so are on the Bursar website) www.Kutztown.edu/admin/Bursar

Students meeting these eligibility requirements must complete and sign a Bookstore Account Request form (*available in the Financial Aid Office, Stratton Administration Building, Room 209 or on the web at <http://www.kutztown.edu/divisions/student-services/departments/fas/forms.aspx>*) and submit it to the Financial Aid Office forty-eight hours before the account/purchase is needed. Bookstore accounts are available to all students whose Financial Aid exceeds their institutional charges and a refund for the excess aid has not been issued. A Bookstore Account Request form is required for each term or semester the student wishes to purchase course required materials using excess financial aid.

Upon approval of the Bookstore Account Request form, the Bursar's Office will reserve the amount authorized on the student's account until the KU Student Bookstore submits the exact amount of the purchases made by the student. The bookstore purchases will be applied to the student's account and any unused amounts of the bookstore account authorization will be refunded to the student in accordance with the University's refund policy.



BOOKSTORE ACCOUNT REQUEST

AUTHORIZATION TO APPLY FINANCIAL AID FUNDS

(This request is ONLY available prior to refund disbursements, therefore it must be completed and submitted to Financial Aid by: January 31, 2012)

Student's Name (Please **print** full name) _____

Student ID (9 digits) _____ ID Card (last 6 digits) _____

I, _____, hereby authorize Kutztown University to charge

\$200.00 _____ (student's initials) \$500.00 _____ (student's initials)

my student account for the purchase of my required books and supplies from KU Student Bookstore to be paid for with financial aid I receive for the **Spring 2012** term. If I decide to withdraw from Kutztown University within the first week of the semester, at the time of withdrawal I **MUST** also return my purchases to the KU Student Bookstore in the same condition as purchased in order to receive a credit for the charges. If my financial aid eligibility is reduced or canceled due to a change in my enrollment status or eligibility and does not cover the amount I have charged, I understand that I am responsible for paying the resulting balance and will be denied future services by Kutztown University until I have repaid this debt. I understand that outstanding University charges will be sent for collections to the Pennsylvania Attorney General's Office and/or other approved collection agencies. I understand that I may cancel or modify this authorization at any time prior to making a purchase on account from the bookstore, I must notify the Bursar's Office if I wish to do so.

My signature on this form assures that I agree with the conditions of this request and my consent is being given voluntarily. I have Granted Permissions so that my anticipated aid can be used towards this charge.

Student's Signature _____ Date _____

(All purchases must be made at the KU Student Bookstore by February 2, 2012)

Office Use: University Authorization

I have reviewed the financial aid file of the above referenced student and confirm that all necessary documents have been submitted and certified for disbursement. As of this date, the student is eligible to receive financial aid in-excess of recorded institutional charges.

Financial Aid Officer _____ Date _____

Bursar Officer _____ Date _____