



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 Campus Store 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, etc.)
- Financial Aid Services 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 on reverse and also on www.kutztown.edu/studentaccounts
 - FUTURETERM is not needed for this process (this allows an alt loan to pay a term in the future – such as Summer or Winter Sessions).

Students meeting these eligibility requirements must complete and sign a Bookstore Account Request form (*available in the Financial Aid Office, Stratton Administration Building, 209 or on the web at www.kutztown.edu/financialaid*) 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 Office of Student Accounts will reserve the amount authorized on the student's account until the KU Campus Store 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 shortly after the program concludes.

Steps on how to Grant Permissions:

1. Log into **MyKU** > KU Financial Account tile.
2. Choose the Grant Permissions button on the left.
3. THREE permissions are available; the 1st two are needed.
 - a. OTHAID-Other Aid required for bookstore account.
 - b. TITLE_IV-Title IV Aid required for bookstore account.
 - c. FUTURETERM – alternative loans for winter/summer only
4. Choose the permission and click NEXT.
5. Read the arrangement and check the box-Click Submit.
6. Acceptance will appear. You will see the one you processed and can click Grant Permissions to proceed again with the other permission.

***Requests to remove granted permissions must be submitted in writing to the Office of Student Accounts, Room 225 Stratton Administration Bldg.**