

BOOKSTORE ACCOUNT VOUCHER INFORMATION

The College contracts with Barnes & Noble Bookstore, which is located on campus. If your bill indicates a credit balance as a result of **financial aid** that exceeds your charges for the current semester, you may opt to establish an account at the college bookstore. To establish the account, print out a **Bookstore Account Voucher Request Form**, which can be obtained by going to the Student Accounts page at www.farmingdale.edu/studentaccounts, clicking on the **"FORMS & INSTRUCTIONS"** link, and then selecting **"Bookstore Account Voucher"**. Return the completed form to the Student Accounts Office (located in Laffin Hall, room 226), either in person, by mail, or in the conveniently located drop boxes in and outside of Laffin Hall.

Once the Bookstore Account Voucher Request Form has been received and verified at the Student Accounts Office, your account will be established at the campus bookstore within 2 to 3 business days, but you will not be able to use this credit ***until one week before classes begin***. You can use up to the amount indicated on your **Bookstore Account Voucher** to purchase your books and educational supplies. You are limited to purchasing only books and related educational supplies through this account. The accounts are "frozen" after a period of approximately four weeks after the start of the semester. At that time your book account is then reduced by the amount spent at the bookstore. This is to ensure that your refund from financial aid funds will include any unspent funds from your bookstore credit.

Students have the right to cancel the bookstore account at any time after it has been established. To cancel your bookstore account, go to the Barnes & Noble Bookstore on campus and complete a **Bookstore Account Cancellation Form**. The bookstore will freeze your account at the amount (if any) spent to date, and will inform the Student Accounts Office of the total revised charge.

1. You are limited in the amount of your Bookstore Account Voucher form to the amount of the credit that appears on your bill – the amount that your *authorized* aid exceeds your charges. This amount is indicated on your bill as "Amount Due". Further, for the current fall/spring semesters, the maximum credit allowed is \$1,000 per semester. If you are in a high cost curriculum, or you feel that the cost of your books will exceed this amount, please come in and discuss this with the Student Accounts Office.
2. Under this program you cannot use the account until one week before classes begin. We encourage students to establish their account as early as possible, at a minimum of a week before the first day of classes, to ensure that the account is available for use by the first day of school. Thereafter, Bookstore Account Voucher Forms are still accepted, but students should be aware that there is a two to three day lag in establishing the account with Barnes & Noble.
3. When considering whether to cancel your bookstore account, keep in mind that any refund is subject to the College having already received the financial aid funds from the grantor/lender source. These funds are typically not received until after the 4th week of classes.
4. The approved amount is subject to your actual credit for the current semester (previous or future semester credits cannot be used). Therefore, the amount you request may be different from what is approved by the Student Accounts Office. You can log in to the **OASIS** system to view your account and see the final approved amount.